

STENOGRAPHY

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STENOTYPY

The Machine Way in Shorthand

Revised by
B. T. BRYAN, Instruction Manager
The Stenotype Company



REVISED EDITION

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PREFACE

The Stenotype's success during the three years it has been taught in public, private and parochial schools is sufficient evidence that Stenotypy has improved the recording of speech in the four most important essentials—ease, speed, accuracy and legibility. By conserving energy it has become an expression of this age of progress when better and faster methods, applied to a machine, are constantly supplementing and supplanting the cruder hand methods in every line of endeavor.

This manual, the outgrowth of valuable experience, presents a simpler Stenotypy, more easily learned, written, read and taught. In this edition everything unnecessary has been eliminated, but nothing has been omitted that would help the beginning student or the most expert operator. The system is complete and comprehensive, adequate to meet the severest test to which it may be put.

In presenting this edition to the public grateful acknowledgment is made of the suggestions of teachers, students and writers, and especially of the service rendered by Misses Mary McEvoy and Laura H. Smock in compiling it.

B. T. BRYAN

Indianapolis, U. S. A.
August, 1915.

TO THE TEACHER

Accuracy and speed on the Stenotype come with the ability to operate the machine easily and evenly with a light stroke and without hesitation between strokes. This ability is acquired by intelligent and consistent practice and by continued application of the Stenotypic principles.

FINGER EXERCISES. The results of touch operation with the Stenotype are so superior to sight writing that the touch method should be used from the beginning of the course and no other method of operation should be allowed. To assist students to write by the touch method each of the first ten lessons in this manual contains a group of *Finger Exercises*. The purpose of these exercises is (1) to teach the keyboard and the relation of the letters one to another, (2) to train the fingers and to make them supple, (3) to review the letters and combinations covered in previous lessons, and (4) to develop the student's power of concentration and ability to think quickly and accurately.

RHYTHMIC OPERATION. To accomplish their purpose the *Finger Exercises* must also become rhythm drills. In other words, they must be dictated and written in even time to a steady beat. Speed in Stenotypy comes from an even stroke which can be developed only when the principles are thoroughly learned and applied to the operation of the machine without mental effort. The ability to apply the principles of Stenotypy unconsciously is best developed by rhythmic practice of the *Finger Exercises*.

WRITING EACH COMBINATION THREE TIMES. In writing the *Finger Exercises* students may write each letter or word three times before proceeding to the next. Then the whole exercise should be practiced again, writing each letter or word four times. The exercise should be written to an even beat timed by a metronome, care being taken that there is the same lapse of time between strokes when changing from combination to combination as when writing the same combination. Practicing rhythm drills occasionally in time to music gives excellent results. For this purpose a phonograph and dance records can be used.

ARBITRARY COMBINATIONS. Arbitrary combinations in Stenotypy should be referred to by the letters they represent rather than by the letters which compose the combinations. For instance, **HR** represents *l*, instead of *h-r*; and it should be spoken of only as *l*. In like manner, *l-e* instead of *h-r-e* is the correct outline for the phrase *will-he* and *n-i* instead of *t-p-h-e-u* is the abbreviation for *any*.

WORD EXERCISES. The *Word Exercises* should be practiced in much the same manner as the *Finger Exercises*. Their main purpose is to develop a light and even stroke and to thoroughly apply the principles introduced in the lesson. The words should be written first by columns and then by lines. The aim should be a rhythmic operation which will properly coordinate the work of brain and hands. Speed will come readily when an even stroke has been developed.

ABBREVIATIONS. Oral recitation should precede all machine work on *Abbreviations*. To assist in learning the abbreviations the new ones are italicized in the lesson in which they are introduced. It is not enough, however, for students to be able to recite perfectly on abbreviations—they must be known so well that they can be written instantly.

PHRASING SUGGESTIONS. In order to develop the habit of forming easy and natural phrases, each of the first ten lessons contains *Phrasing Suggestions*. These exercises do not by any means contain all the phrases capable of being written in Stenotypy, nor is it necessary that these phrases always be written. Their purpose is to cultivate the phrasing habit and to enable students to operate the Stenotype more rapidly and to read their notes more readily. Phrases that occur in the *Sentence Exercises* are hyphenated and students should follow these suggestions in preparing their lessons. Many phrases not found in the *Phrasing Suggestions* are to be found in the *Practice Phrase List* on page 60. This list should be used for practice purposes when the lessons have been completed. Phrases should be practiced rhythmically.

SENTENCE EXERCISES. In the *Sentence Exercises* of each lesson, practical application is made of every new principle, combination and abbreviation introduced in the lesson. The purpose of these sentences is to develop the proficiency of students and to impress upon their minds the new lesson, at the same time giving them further drill in the application of what has already been learned. The sentences should be practiced many times with a view to developing the same even, steady stroke that should be the aim of all Stenotype students from the first day's work to the last. Therefore, it is better to require the development of an even stroke than to assign a certain number of copies of a lesson. Students who are simply writing a certain number of copies will find it a physical rather than a mental exercise after they have made their first few copies. On the other hand, when an even stroke is required, with hesitation eliminated between strokes, every time the students write the exercise they will find it necessary to concentrate upon the work, putting forth their best efforts to meet the requirements.

SUPPLEMENTARY LETTERS. The *Supplementary Letters* found in the back of the book provide a thorough application and review of everything covered in the lessons. These should be practiced by the students until their maximum

speed, consistent with a steady, even stroke, has been developed. The first set of letters should be practiced when Part One has been completed.

STANDARD ABBREVIATIONS AND DERIVATIVES. Thorough drills should be given on the *Standard Abbreviations* on page 66, and the *Derivatives* on page 64.

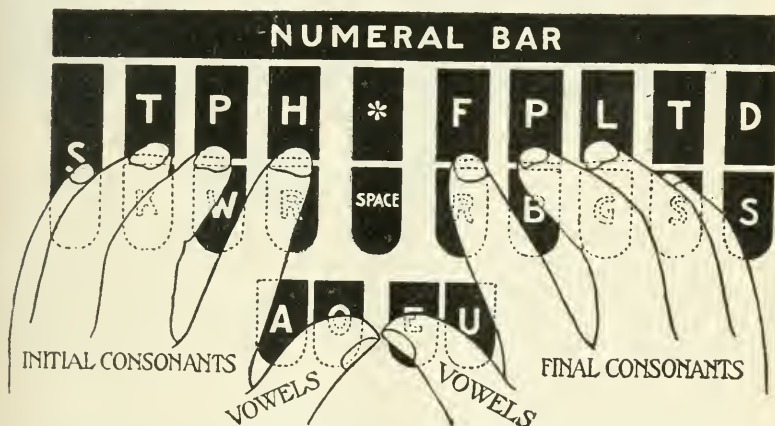
SUPPLEMENTARY STENOTYPE READER. After the first lesson in the manual has been explained and well mastered, machine work on all other lessons should be preceded by home study of the exercises in the *Supplementary Stenotype Reader*. These exercises will help greatly in familiarizing the student with the lesson, thus making the machine practice easier and more interesting. A reading speed of at least one hundred words a minute should be required on the exercises in the *Supplementary Stenotype Reader* before any machine work is allowed.

A PRACTICAL TRAINING. Throughout the entire course it must be borne in mind that the students are in school to prepare for a useful business service and that the more practical their training the better able they will be to serve business as it demands to be served. The best foundation for practical efficiency is a thorough knowledge of the principles and theory of Stenotypy and the allied subjects. Special attention must be given to such phases of the work as proper names, figures and the method of making insertions and corrections. Upon a broad and accurate theoretical knowledge may be built a practical efficiency which will meet the highest requirements of business.

TO THE STUDENT

Stenotypy is a system of recording speech in plain English letters by means of a machine called the STENOTYPE.

DIVISION OF KEYBOARD. The Stenotype keyboard is divided into



three groups of letters. The group at the left of the keyboard is composed of initial consonants which are used to begin words.

The group in the middle of the keyboard contains the vowels, which may be combined to form diphthongs.

The group at the right of the keyboard is composed of final consonants used to end words. In this text the final consonants will be preceded by hyphens to distinguish them from initial consonants. In speaking of the letters on the keyboard, therefore, -R should be called "final R" and R, "R."

COMBINATIONS. The Stenotype keyboard is composed of twenty-one letters. Letters not on the keyboard are formed by combination of the keyboard letters; for example, the letter "I" does not appear on the keyboard, but is represented by EU. These *Combinations* are such, however, as are rarely sounded in any English word.

OPERATION OF MACHINE. Unlike the keys of a typewriter, which have a common center or striking point, the keys of the Stenotype have individual

centers and always strike in the same relative positions on the paper. This enables the writer to strike any or all of the keys at once. In this way a word or a phrase containing several words may be written at a stroke. When the keys are struck, the paper automatically feeds forward for a new line.

SEQUENCE OF LETTERS. The upper letter of each pair prints just at the left of the lower one. If all the keys are struck at the same time the following line is written across the paper:

STKPWHRAO*EUFRLGLTSDS

FINGERING. The correct position of the fingers is directly over the space between the upper and lower rows of keys. Each finger controls two keys with the exception of the little finger of the left hand, which operates only the letter **S**. The little finger of the right hand operates **TS** and **DS**, only one pair being operated at a time, however.

TOUCH. The touch method only should be used. The fingering should always be easy and natural. The keys should be struck lightly, but firmly, and then released quickly, leaving the hands free for the next stroke. In releasing the keys, the fingers should be raised only enough to clear them. The hands should be kept directly over the keyboard ready for instant operation. A horizontal line from elbow to knuckle is the correct position, and the wrist stroke should be used rather than the hand pressure. The muscles of the hand and arm should be relaxed at all times.

SPACE KEY. The lower key in the center of the keyboard is the *Space Key*. This key when struck feeds the paper forward without printing and may be operated with the forefinger of either hand. The use of this key is necessary only in very special instances, however.

ERRORS. The upper key in the center of the keyboard writes a star. This key is operated by the forefinger of either hand. Should an error occur in writing, strike the star and then write the word correctly.

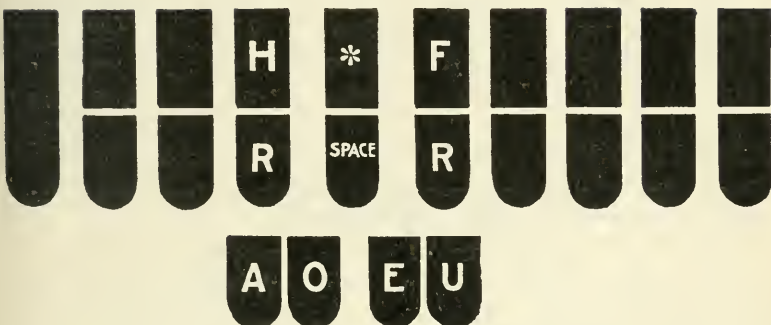
ABBREVIATIONS. Many common words are abbreviated instead of being written in full. They should not be followed by a period.

OUTLINED WORDS. The Stenotypic outline when given for a word in this text is the proper one to use and should not be deviated from in any particular.

SPEED. Speed on the STENOTYPE is proportionate to the development of a light, even stroke. The student who eliminates waste time and motion between strokes will attain speed easily.

PART ONE

LESSON ONE



COMBINATIONS

HR for *l*

STPH for ? (interrogation)

EU *i* and vowel *y*

-FPLT . (period)

-F *-f* and *-v*

1. **FORMATION OF WORDS.** Omit all silent letters. *Hay*, HA.

(a) Write consonants according to sound. *Laugh*, HRAF.

(b) Write vowels according to spelling, omitting those not sounded. *Rare*, RAR; *oar*, OR; *our*, OUR.

FINGER EXERCISES

NOTE: These exercises should be practiced until they can be written easily and lightly, with an even stroke.

1. h, r, l, a, o, e, u, i, -f, -r, -fr.

2. hay, hoe, hue, high, ray, row, rue, rye.

3. lay, low, lea, Lou, lie.

4. oar, ear, ire, off, eve.

5. hay, row, lea, hire, half.

6. I hear a rough roar.

7. I love a rare laugh.

WORD EXERCISE

NOTE: The following words should be written first by columns, then by lines, until they can be written easily, lightly, and without hesitation between strokes.

half	hive	rough	leave	hear	lore
hove	rave	rive	live	hire	leer
heave	rove	laugh	hare	rare	lure
huff	reef	love	hoar	roar	lyre

(24)

ABBREVIATIONS

NOTE: Oral recitation should precede machine work on abbreviations. They should be practiced until thoroughly mastered.

<i>had</i>	h	<i>will</i> (verb)	l	<i>your</i>	ur
<i>are</i>	r or -r	<i>you</i>	u	<i>of, have</i>	-f

PHRASING SUGGESTIONS

NOTE: Time enough should be given to the reading and writing of these simple phrases to secure ready recognition. Oral recitation should precede machine work.

<i>had-a</i>	ha	<i>will-have</i>	l-f
<i>had-you</i>	hu	<i>will-you-have</i>	luf
<i>had-I</i>	hi	<i>you-have</i>	uf
<i>are-you</i>	ru	<i>I-have</i>	if
<i>will-a</i>	la	<i>you-are</i>	ur

SENTENCE EXERCISE

NOTE: Practice these sentences until each can be written smoothly and continuously, without conscious effort. Speed will come in proportion as the waste time between strokes is eliminated.

1. *Are-you* here? (3)
2. I *had-a* loaf. (4)
3. I hear *your* laugh. (4)
4. I-*have* a low laugh. (5)
5. *Had-you* *had-a* hoe? (5)
6. *Will-you-have* half of a loaf? (7)

LESSON TWO

COMBINATIONS

AU for *aw*

AO oo

OU for *ow*U *ew* (except in *sew*, which is
written SO)

FINGER EXERCISES (Follow directions in Lesson One)

1. h, -f, r, -r, a, u, o, e, i, a, u, au, o, u, ou, a, o, oo.
2. hay, ray, lay, half, rave, laugh.
3. haw, how, hew, raw, row (ROU), rue.
4. hoe, row (RO), low, hove, rove, loaf.
5. hoof, roof, law, lure.
6. high, rye, lye, hive, rife, life.

WORD EXERCISE (Follow directions in Lesson One)

hay	high	ray	rye	hew	hoof
hoe	haw	row (RO)	raw	Lou	roof (17)
hue	how	rue	row (ROU)	lure	

ABBREVIATIONS (Follow directions in Lesson One)

<i>already</i>	l-r	<i>ever, every</i>	-fr	<i>he</i>	e
<i>little</i>	li	<i>on</i>	o	<i>help</i>	he

2. **COMPOUND WORDS AND DERIVATIVES.** If an abbreviation forms part of a compound word or a derivative, the abbreviation should be used for the part of the word it represents. *Whoever*, HOFR; *however*, HOUFR.

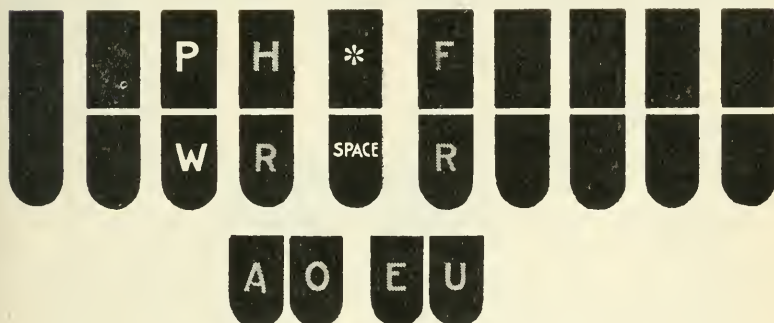
PHRASING SUGGESTIONS (Follow directions in Lesson One)

<i>had-he</i>	he	<i>had-you-ever</i>	hufr	<i>will-you-ever</i>	lufr
<i>had-he-ever</i>	hefr	<i>will-he</i>	le	<i>are-you-ever</i>	rufr
<i>had-I-ever</i>	hifr	<i>will-he-ever</i>	lefr	<i>are-a</i>	ra .

SENTENCE EXERCISE (Follow directions in Lesson One)

1. Will-*he* leave here? (4)
2. Will-*he*-have your *help*? (5)
3. Are-you *on-every* high reef? (6)
4. Will-you *help* her a *little*? (6)
5. I-have *already* had-a row (**ROU**). (6)
6. Whoever I hear will-have a rye loaf. (8)

LESSON THREE



COMBINATIONS

PW for *b*PH for *m*

FINGER EXERCISES

1. p, w, b, p, h, m, h, r, l, a, o, oo, a, u, au, o, u, ou.
2. b, l, m, oo, i, au, ou, -fr.
3. pay, way, bay, pave, wave, brave.
4. pay, hay, may, pare, hare, mare.
5. bay, lay, may, bow, low, mow.
6. bare, more, beef, muff, buy, mire.

3. **EI AND EY WORDS.** Write **A** for *ei* and *ey* when they have the sound of *a*, as in *weigh*, **WA**; *prey*, **PRA**.

WORD EXERCISE

pea	buff	my	brew	blue	wife
pew	bear	mere	brief	bluff	war
pie	bore	prey	proof	weigh	wore
pour	beer	prue	plea	woe	wire
peer	burr	pry	play	woo	whey
pure	me	prow	plow	we	whiff
bee	mew	bray	blow	wove	whir(42)

ABBREVIATIONS

<i>about</i>	b	<i>party</i>	par	<i>where</i>	wr
<i>after</i>	af	<i>reply</i>	pli	<i>whether</i>	wh
<i>before</i>	b-f	<i>were, with</i>	w	<i>which</i>	wi
<i>look</i>	loo	<i>what</i>	wa	<i>would</i>	wo
<i>make</i>	ma	<i>when</i>	we	<i>write</i>	ri

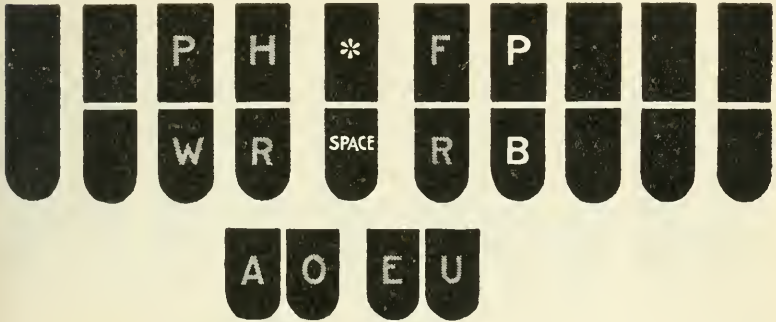
PHRASING SUGGESTIONS

<i>about-a</i>	ba	<i>with-you</i>	wu	<i>where-you</i>	wru
<i>about-you</i>	bu	<i>when-have</i>	wef	<i>where-are</i>	wr-r
<i>about-your</i>	bur	<i>when-are</i>	wer	<i>whether-he</i>	wh-e
<i>were-a</i>	wa	<i>when-you</i>	wcu	<i>whether-you</i>	whu
<i>were-I</i>	wi	<i>when-you-have</i>	weuf	<i>which-of</i>	wif
<i>were-you-ever</i>	wufr	<i>we-are</i>	wer	<i>would-you</i>	wou
<i>with-a</i>	wa	<i>we-have</i>	wef		

SENTENCE EXERCISE

1. *When were-you with-her?* (5)
2. *What would-you write about?* (5)
3. *Which plow would-you buy?* (5)
4. *Where will-you leave her muff?* (6)
5. *Look about-you before you make reply.* (7)
6. *I may hear whether-he would pay her.* (8)
7. *I-have about-a half hour after our party.* (9)

LESSON FOUR



COMBINATIONS

-FP for *-ch*, *-dg*-PB for *-n*-RB *-sh*, *-zh*

FINGER EXERCISES

1. -f, -p, -ch, -f, -p, -dg, -r, -b, -sh, -r, -b, -zh, -p, -b, -n, p, w, b, p, h, m.
2. b, l, m, oo, au, ou, i, -fr, -ch, -dg, -sh, -zh, -n.
3. patch, watch, batch, hatch, match, latch, badge, Madge.
4. mush, push, bush, rush, hush, plush.
5. ban, moan, lean, run, pin, boon.
6. botch, mash, ledge, bun, reach, wish.

WORD EXERCISE

each	bleach	Madge	heap	pup
hitch	edge	ash	rap	pipe
wretch	hedge	hash	rope	web
rich	ridge	rash	reap	bib
peach	lodge	lash	ripe	hub
pitch	ledge	wash	lap	rob
witch	pledge	plush	loop	rub
beach	wedge	blush	leap	rib
preach	budge	hope	lip	ran
breach	bridge	hoop	peep	roan

lane	pen	bone	may	map
lone	pun	bean	mow	man
line	warp	brawn	mare	moon
loin	whip	brown	moor	men
pawn	one (WOPB)	prune	mire	mine (75)

ABBREVIATIONS

<i>appreciate</i>	presb	<i>ob'ject, object'</i>	ob	<i>public</i>	pub
<i>be, been</i>	-b	<i>open</i>	op	<i>shall</i>	-sh
<i>important, -ce</i>	por	<i>opinion</i>	pin	<i>than</i>	-n
<i>much</i>	-ch	<i>principal, -le</i>	prin	<i>usual, -ly</i>	uzh

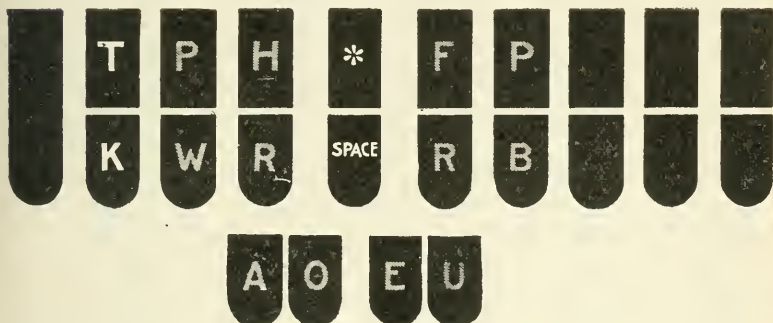
PHRASING SUGGESTIONS

<i>I-have-been</i>	ifb	<i>what-I-have-been</i>	waifb
<i>we-have-been</i>	wefb	<i>would-you-be</i>	woub
<i>he-shall</i>	esh	<i>would-you-ever-be</i>	woufrb
<i>you-shall</i>	ush	<i>would-you-have</i>	wouf
<i>we-shall</i>	wesh	<i>would-you-have-been</i>	woufb
<i>had-you-been</i>	hub	<i>would-I-have-been</i>	woifb
<i>will-he-be</i>	leb	<i>which-have-been</i>	wifb
<i>will-you-be</i>	lub	<i>which-are</i>	wir
<i>what-he</i>	wae	<i>where-you-are</i>	wrrur
<i>what-you</i>	wau	<i>whether-you-have-been</i>	whufb
<i>what-you-are</i>	waur	<i>whether-you-are</i>	whur
<i>what-I-have</i>	waif	<i>may-I-have</i>	maif

SENTENCE EXERCISE

1. *Public opinion will-be important.* (5)
2. *We usually leave our barn open.* (6)
3. *What will-be your principal object?* (6)
4. *Of what importance will-your opinion be?* (7)
5. *You-have-been here much more-than usual.* (8)
6. *I-shall appreciate your opinion of our bridge.* (8)
7. *Will-he object when we-have her here?* (8)
8. *We wish you would look after our pipe line.* (9)
9. *Will-you pledge me your help with-each principle?* (9)
10. *I hope one of our men will-be principal.* (9)

LESSON FIVE



COMBINATIONS

K for *k* and hard *c*TK *d*TP for *f*KW *qu*

-RBGS , (comma)

FINGER EXERCISES

1. t, k, d, t, p, f, k, w, qu, -f, -p, -ch, -f, -p, -dg, -r, -b, -sh, -r, -b, -zh, -p, -b, -n.
2. d, b, l, f, qu, m, -ch, -dg, -sh, -zh, -n.
3. teach, catch, ditch, tan, pone, fin.
4. cash, wish, queen, quaff, queer, quire.
5. dish, fetch, quip, fish, ditch, fawn.
6. laugh, bore, den, mush, fetch, queer.

4. AI WORDS. When *ai* occurs in a word write AEU, though the *i* is silent. *Fair*, TPAEUR; *fain*, TPAEUPB; *rain*, RAEUPB.

WORD EXERCISE

to	tear (TAR)	tape	tone	cow
tea	tore	top	ten	coy
tie	tour	tip	town	calf
toy	tire	tan	tin	cough

care	drain	fresh	clay	fair
core	drone	flash	clew	fain
cap	drove	flesh	clap	hair
cup	drear	flush	clip	pair
cab	drip	quaff	club	lair
cub	droop	quash	clutch	tray
cane	far	queer	clan	tree
cone	fear	quire	clown	true
keen	fun	quip	clean	try
dare	free	queen	clash	train
door	flay	crow	clear	though
deaf	flow	crew	throw	thee
dray	flew	cry	three	thigh
dry	fly	crutch	through	then
drive	flare	crash	lain	thin (99)
drew	floor	crave	rain	

ABBREVIATIONS

<i>can</i>	k	<i>from</i>	fr	<i>think</i>	thi
<i>correspond</i>	kor	<i>if</i>	f	<i>take</i>	ta
<i>could, company</i>	ko	<i>include</i>	klu	<i>thank, that</i>	tha
<i>did</i>	d	<i>inform, -ation</i>	for	<i>their, there</i>	thr
<i>enclose, inclose</i>	klo	<i>inquire, -y</i>	quir	<i>they</i>	the
				<i>this</i>	th

PHRASING SUGGESTIONS

could-you	to-have	can-I
could-you-ever	to-have-been	can-he
could-you-be	if-I	can-he-ever
could-you-have	if-he	can-you-have
could-you-have-been	if-you	can-you-ever
could-you-ever-be	if-we	can-you-be
could-he-have	they-have	from-you
could-I	they-have-been	from-your
could-I-have-been	thank-you	
to-be	that-you	

SENTENCE EXERCISE

1. *Can-you keep that queer dish?* (6)
2. *We-shall correspond with-her for information.* (7)
3. *They may enclose-your fob with-her inquiry.* (8)
4. *I think I-shall take her with me.* (8)
5. *There-are few who care to inquire about her.* (9)
6. *Did-you inquire whether they-ever hear from her?* (9)
7. *When-you were with-our company, did-you catch fresh fish?* (11)
8. *If-you could inform her about this train, we would thank-you.* (12)
9. *They-are too poor to pay for much information about their boy.* (12)
10. *If-you could inquire for me, I would include you with-our party.* (13)

LESSON SIX

COMBINATIONS

TPH for *n*TKPW for *g*KWR *y* and consonant *i*

FINGER EXERCISES

1. t, p, h, n, k, w, r, y, t, k, p, w, g, t, k, d, t, p, f, k, w, qu.
2. d, b, g, l, m, f, n, qu, y, -ch, -dg, -sh, -zh, -n.
3. gnash, gash, yawn, noun, gown, yore.
4. grip, nap, year, glean, noon, yarn.
5. grief, notch, glove, niche, gun, near.

WORD EXERCISE

nay	none	gore	groin	glen
no	known	gear	green	yore
knee	nun	gap	grape	yon
new	nine	gain	grope	yawn
nigh	niche	gush	grab	yearn
gnaw	nudge	gray	grub	chaff (KHAF)
now	grudge	grow	glove	chair
knave	gay	grew	glare	chop
knife	gave	groove	glib	chin (47)
near	give			

ABBREVIATIONS

<i>again</i>	gan	<i>furnish</i>	fur	<i>question</i>	que
<i>any</i>	ni	<i>in</i>	n	<i>today</i>	da
<i>enthusiasm, -t, -tic</i>	thu	<i>number</i>	no	<i>why</i>	y
<i>file</i>	fi	<i>per'fect, perfect'</i>	per	<i>yes</i>	ye
<i>F. O. B.</i>	fob	<i>pres'ent, present'</i>	pre		

PHRASING SUGGESTIONS

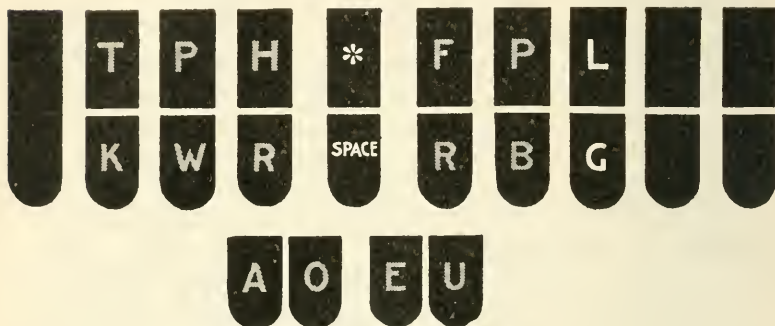
in-a	if-we-ever	did-he
in-our	if-we-have-been	did-I
why-you-have	if-you-have	did-you
why-you-are	if-you-are	did-we
why-you-ever	if-you-ever	did-he-ever
if-I-have	if-you-have-been	did-I-ever
if-I-ever	from-our	did-you-have
if-we-have	from-a	who-are
if-we-are	from-every	

SENTENCE EXERCISE

1. *Today* we-shall give you a *perfect* gear. (8)
2. He will-be an *enthusiast* about this war. (8)
3. We may help-you to *perfect* your plan. (8)
4. Our fair will-be *in-your* town this year. (9)
5. Are-you *enthusiastic* about-our new *present* for her? (9)
6. We-shall *furnish* a *file F. O. B.* with-each gun. (11)
7. There-are *any number-of* men who may *present* our *question*. (11)
8. *Why* are-you *again enthusiastic* about-your *present number-of* men? (11)
9. *Yes*, our *enthusiasm* will help to *furnish* more-than we-have *today*. (12)

We-have your inquiry *today* about new bridge company. We think this *present* company will pay cash for what-you *furnish*. We enclose an opinion from-a *number-of* men who know more about this company than we do. We hope this may-be a reply to-your *question*. (49)

LESSON SEVEN



COMBINATIONS

-PL for -m

-BG for -k

-G -g, -j

-PBG -nk

FINGER EXERCISES

1. -p, -l, -m, -b, -g, -k, -p, -b, -g, -nk, t, p, h, n, k, w, r, y, t, k, p, w, g.
2. d, b, g, l, f, m, n, qu, y, -ch, -dg, -sh, -zh, -n, -m, -k, -nk.
3. name, game, lame, dame, blame, gloom.
4. knock, deck, buck, like, fake, mock.
5. drank, throng, trunk, blink, frank, brink.
6. arm, ache, ink, flame, break, drink.

5. ALK AND ALM. Write AU for *al* in such words as *talk* and *calm*, TAUBG, KAUP^L.

WORD EXERCISE

chill	all	frill	huge	harm
charm	owl	egg	dig	lurk
choke	oil	flag	drag	wheel
cheek	fail	urge	wig	while
dwel	fowl	merge	dull	trifle
twill	frail	dirge	hurl	rifle

apple	lake	wrong	kick	gang
ripple	lock	wrung	eram	gong
people	leak	wring	cream	goal
purple	bake	calm	crumb	girl
pebble	book	palm	erime	gag
Bible	dock	balm	erack	gum
table	dike	talk	crook	rank
cable	break	ealk	creep	rink
double	brook	walk	claim	long
aim	block	frame	climb	link
lame	bleak	flame	clock	pink
limb	knack	flume	Yale	prank
loom	neck	flake	yell	plank
blame	whim	flock	yule	wink
bloom	warm	came	yam	blank
dome	work	comb	yoke	kink
doom	wrap	cake	yank	flank
deem	wreck	coke	young	mink (124)
dime				

ABBREVIATIONS

<i>account, can</i>	-k	<i>go, gone</i>	-g
<i>acknowledge, knowledge</i>	-nlg	<i>letter, will (verb)</i>	-l
<i>almost</i>	l-m	<i>material</i>	terl
<i>am, him, many</i>	-m	<i>recollect, -ion</i>	rek
<i>balance</i>	bal	<i>recommend, -ation</i>	rem
<i>communicate, -ion</i>	kom	<i>together</i>	tog
<i>deduct</i>	duk	<i>tomorrow</i>	tom
<i>effect, affect</i>	fek	<i>until</i>	n-l
<i>follow</i>	fol		

PHRASING SUGGESTIONS

for-him	too-many	he-will	if-you-will
by-him	how-many	you-will	if-he-will
in-him	a-letter	they-will	if-we-will
from-him	I-will	we-will	if-you-can

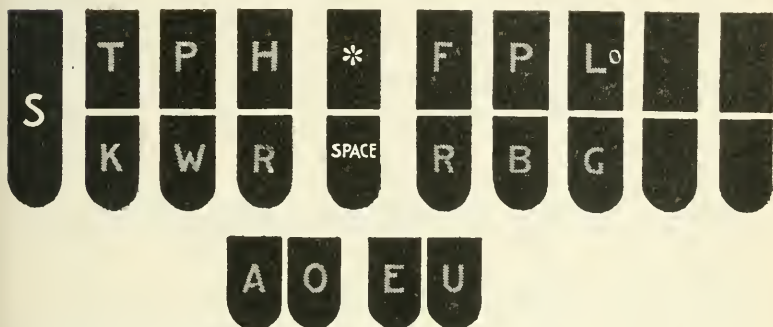
I-can	on-account	that-account	whether-you-go
he-can	our-account	I-will-go	if-you-go
you-can	on-your-account	you-will-go	I-have-gone
they-can	this-account	when-you-go	had-I-gone

SENTENCE EXERCISE

1. We-*acknowledge* your-letter together with check. (7)
 2. You-will hear from-your *communication* again. (7)
 3. Do-you *recollect* what-your *balance* had-been? (8)
 4. Do-you think our-letter will *affect* our work? (9)
 5. I-have no *knowledge* or *recollection* of your-letter. (9)
 6. I-am almost through with my work until tomorrow. (9)
 7. I think we-can go with-you tomorrow. (8)
 8. Do-you *recommend* that we *deduct* for every *material* change? (10)
 9. What *effect*, if any, will-our *recommendation* have on-your work? (11)
 10. Many of our men are here today;† they will-be-gone tomorrow. (12)
 11. We-shall *communicate* with-him before we-go to follow up our-letter. (13)
- I-*acknowledge* your-letter in reply to our *communication* about break in dike. I-have-gone to-much trouble already. I-shall furnish no more *material* until you pay-your present *account*. (32)

†A semicolon is indicated by -FRPBLGTS.

LESSON EIGHT



COMBINATIONS

S for *s*, *z*, and soft *c*SR for *v*SKWR *j* and soft *g*

FINGER EXERCISES

1. *s*, *k*, *w*, *r*, *j*, *s*, *r*, *v*, -*p*, -*l*, -*m*, -*b*, -*g*, -*k*, -*p*, -*b*, -*g*, -*nk*.
2. *l*, *b*, *d*, *g*, *m*, *f*, *n*, *y*, *qu*, *j*, *v*, -*nk*, -*k*, -*m*, -*n*, -*sh*, -*zh*, -*ch*, -*dg*.
3. *sane*, *son*, *seem*, *sick*, *sunk*, *cell*.
4. *jar*, *job*, *jell*, *jug*, *gin*, *germ*.
5. *vale*, *vogue*, *veal*, *vim*, *vail*, *vow*.

6. **PREFIX EX.** (a) Write **KP** for *ex* before vowel sounds and the sound of *h*. *Excel*, **KPEL**; *exhale*, **KPHAL**.
 (b) Write **S** for *ex* before all consonant sounds except *h*. *Expire*, **SPEUR**.

WORD EXERCISE

sack	streak	snatch	*suave	stew	swore
seek	struck	speck	swear	sty	swell
strap	stair	spill	swan	scare	share
stripe	smoke	spoil	sworn	sky	shore
strewn	snap	splash	sweep	skiff	shone
stream	snake	splurge	stay	sway	shun

*Write **W** for *u* when it has the value of a consonant.

shine	slain	serge	gill	vague	expunge
sphere	slam	zone	joke	verb	explore
snare	slack	zeal	jig	fledge	explain
snore	sledge	jam	view	exile	exchange
sneer	square	jibe	vain	exhume	excel (76)
small	scream	gem	vine	extreme	
slave	screen	germ	vale	expel	

ABBREVIATIONS

<i>accept</i>	sep	<i>gentlemen</i>	je	<i>satisfy, -faction,</i>	
<i>advantage</i>	vang	<i>have, value,</i>		<i>-factory</i>	sa
<i>convenient, -ce</i>	ven	<i>very</i>	v	<i>secure</i>	skur
<i>discrepancy</i>	skrep	<i>invoice</i>	voi	<i>some</i>	so
<i>extra (KPRA)</i>	extra	<i>remember</i>	mem	<i>sometime</i>	stim
<i>general</i>	jen			<i>speak</i>	spe
				<i>stand</i>	stan

PHRASING SUGGESTIONS

have-I	she-will	so-he-can	see-your
have-you	who-will	so-I-will	with-all
have-you-ever	whoever-will	so-he-shall	with-many
have-you-been	why-you-will	speak-of	with-him
very-much	so-much	some-have	will-you-ever-be
very-many	so-many	some-of	would-you-be
if-he-can	so-I-can	see-you	whether-you-can

SENTENCE EXERCISE

1. We-will *accept* your *stand*. (5)
2. How *valuable* do-you think our new skiff? (8)
3. I-can explain this *discrepancy* to-your *satisfaction*. (8)
4. An *extra* gin would help in-an extreme rush. (9)
5. Your-letter will-be *very satisfactory*, I-am sure. (9)
6. *Have*-you-ever had-an *invoice* for your smokestack? (9)
7. Will-you *accept* this check to *satisfy* our new clerk? (10)
8. Will-you *remember* to *invoice* this stock *sometime* when *convenient*? (10)

9. A bridge near their store will-be a big *advantage* to them. (12)

10. I hope to *secure* a *convenient* home that-will *satisfy* my wife. (12)

11. Such a *convenience* will-be of *some advantage* in-our new *general* store. (13)

12. I-shall *speak* to-you *sometime* soon about-every *discrepancy* in-our-account. (13)

Gentlemen:†

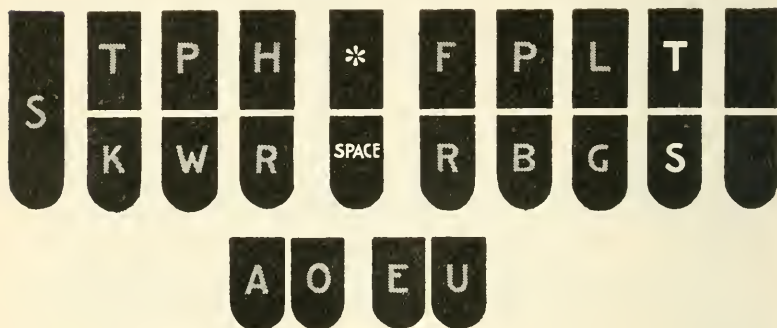
Your-letter with *invoice* came today. We-shall check up your-account soon, so that we may give you full information on a balance.‡

We think our new exchange bank will prove *very convenient*. We know that-you share in-our *satisfaction* about this *extra advantage*. (47)

†A colon is indicated by striking a period twice.

‡A paragraph is indicated by striking the star twice.

LESSON NINE



COMBINATIONS

-T for -t, -th

-BGS for -x

-S -s, -z

FINGER EXERCISES

1. -b, -g, -s, -x, s, k, w, r, j, s, r, v.
2. f, m, n, v, qu, y, j, g, b, d, l, oo, au, ou, i, -k, -m, -zh, -sh, -ch, -dg, -n, -nk.
3. path, loathe, teeth, truth, pith, mouth.
4. case, fox, niece, fix, ease, tricks.
5. girth, noose, youth, blaze, death, rocks.

7. **OMISSION OF -T.** Omit T in words ending in the sound of *kt*, *st* and *xt*. *Act*, ABG; *past*, PAS; *text*, TEBGS.

8. **COMPLIMENTARY CLOSINGS.** Complimentary closings in ordinary business use are written by using the initial letter of each word in the closing. *Yours respectfully*, KWR-R; *yours truly*, KWR-T.

WORD EXERCISE

yacht	whiz	blest	wax	moves	extinct
yet	prize	yeast	wicks	drives	expert
youths	maize	haste	box	leaves	express
wrath	haze	host	books	part	expose
wreaths	daze	hoist	text	hurt	excuse
writhes	past	rest	next	dirt	extort
fight	post	roost	docks	hearse	depth
freight	waste	last	knocks	scarce	corpse
fret	jest	lost	stacks	fourth	throbs
fraught	baste	least	stocks	mirth	felt
fright	boast	list	strikes	dregs	else
fruits	boost	act	specks	exact	stealth
floats	toast	fact	shocks	exist	flint
fleets	test	tract	raft	exhaust	tenth
flutes	cast	axe	soft	exalt	rinse
flights	coast	ox	left	exit	prom(p)t
len(g)th	dust	lax	tuft	exert	shams
stren(g)th	breast	picks	fifth	except	sledges (108)

ABBREVIATIONS

<i>advance</i>	vans	<i>certain</i>	sert
<i>advice, advise</i>	vis	<i>dear sir</i>	d-s
<i>against</i>	gans	<i>his, is, also as in phrases</i>	s or -s
<i>also</i>	-ls	<i>into</i>	n-t
<i>always</i>	als	<i>instant, -ce</i>	ins
<i>amount</i>	amt	<i>investigate, -ion</i>	ves
<i>answer</i>	ans	<i>it, the</i>	t or -t
<i>ask</i>	as	<i>shipment</i>	shimt
<i>business</i>	bus	<i>signature</i>	sig

PHRASING SUGGESTIONS

in-all-the	why-it-is	as-rich-as	as-many-as
in-it	yes,-it-is	as-great-as	as-rough-as
in-its	as-little-as	as-well-as	can-it
in-his	as-much-as	as-follows	could-it

is-it-a	it-will-be	if-it-is	to-his
is-it-our	it-has	if-his	of-it
is-it-your	that-the	from-it	of-his
is-it-well	that-is	from-his	on-it
it-can	if-it	to-it	on-his

SENTENCE EXERCISE

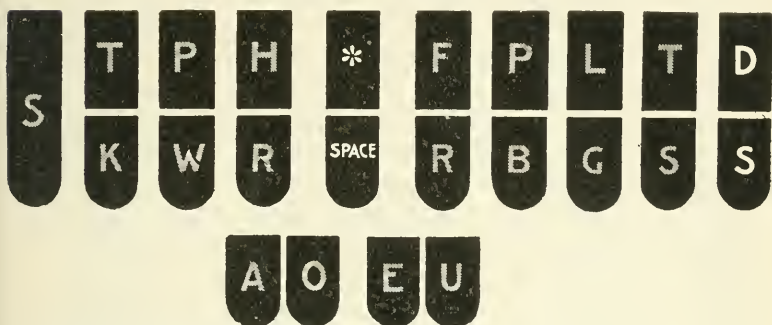
1. Do not act *against his advice*. (6)
2. We-will make a new note for-*his signature*. (9)
3. We thank-you in *advance* for an *answer* to our-letter. (11)
4. I *always advise* him to ask for-*the amount of-the shipment*. (12)
5. At-*his instance* we-shall *investigate the* present state of-*his business*. (12)
6. Our next work *is-to investigate the* facts in-*the* war zone. (12)
7. *Is-it certain* which part of-*the business* he-will ask you to *investigate?* (14)
8. We-are-also *certain* that-*his business* is secure in case of an *investigation*. (14)
9. *As-far-as* we know, your-letter of-*the first instant* has had-an *answer*. (15)
10. Will-you object if-I *ask about-the amount* of bronze he took *into the vault?* (16)

Dear-Sir:

In-*answer* to-your-letter of-*the fourth instant* we-have to *advise* that-our *business is-not as-poor-as* it-has been for some-time past. We-are *certain* that we-can mail you a large check for the-amount of our past due accounts.

Yours-truly, (50)

LESSON TEN



FINGER EXERCISES

1. s, -s (under -d), s, -d, s, -s, t, -t, -l, k, -g, p, -p, w, -b, h, -f, r, -r, a, u, o, e.

2. o, e, a, u, r, -r, h, -f, w, -b, p, -p, k, -g, t, -l, s, -t, s, -s, s, -d, s, -s (under -d).

3. -d, h, -t, p, -l, t, -p, s, -f, -s (under -d), r, -s, w, -g, k, -b, s, -r.

4. t, w, k, p, r, h, w, -f, -b, -r, -p, -g, -b, -l, -s, -g, -t, -s (under -d), -s, -d.

9. **FINAL D.** The second final **s**, under final **D**, is used only when **-S** is needed after **-D**.

10. **FINAL R.** Write final *r* according to the following rules:

(a) When the suffix *er*, *ar*, or *or* is added to a word or syllable ending in *r*, or any letter or combination of letters appearing after final **R** on the keyboard, **-S** is used to represent that suffix. *Hearer*, **HERS**; *neighbor*, **TPHABS**; *pitcher*, **PEUFPS**; *ladder*, **HRADS**.

(b) When a root word ends in *s* or when **-S** is used to represent *er*, *ar*, or *or* in a root word, and the suffix *er* or *or* is added, write the suffix in a second stroke. *Wiser*, **WEUS=ER†**; *laborer*, **HRABS=ER**.

11. **PREFIX BE.** Omit the prefix *be* in the words *because*, *begin*, *began*, *begun*, *behind*, *between* and *beyond*.

†The equal marks (=) are used to indicate the different strokes of a word.

WORD EXERCISE

squared	blond	dredged	keeper	splatter
called	blind	spades	neighbor	water
cold	brand	speed	tailor	matter
maids	tripped	Swede	tartar	motor
modes	dragged	shade	teacher	smarter
feeds	framed	shed	trigger	chatter
feuds	beds	sled	finger	swelter
raids	deeds	shred	parlor	swagger
roads	planed	showed	dasher	header
rides	loved	sprained	collar	reader
paid	said	shroud	sailor	leader
weeds	sod	explode	stagger	prouder
wide	seeds	expunge	jailor	plodder
loads	side	labor	skipper	pleader
died	stoned	larger	stopper	broader
lends	stacked	richer	stretcher	bladder
pounds	steamed	pitcher	baker	fodder
winds	scanned	preacher	shaker	feeder
builds	spared	watcher	Quaker	speeder (95)

ABBREVIATIONS

<i>belief, believe</i>	blef	<i>represent, -ative</i>	rept	<i>suggest, -ion</i>	sug
<i>belong</i>	blong	<i>response, -ive</i>	spons	<i>supply</i>	spli
<i>direct</i>	drek	<i>spend</i>	spen	<i>surprise</i>	spris
<i>C. O. D.</i>	kod	<i>statement</i>	stamt	<i>tonight</i>	nit
<i>had</i>	-d	<i>submit</i>	smit	<i>unless</i>	n-ls
<i>immediate, -ly</i>	med	<i>sufficient, -cy</i>	suf	<i>yes, sir,</i>	
<i>ordinary</i>	ord			<i>yesterday</i>	yes

PHRASING SUGGESTIONS

you-had	if-I-had	all-had	why-I-am
I-had	as-I-had	many-had	give-him
she-had	as-he-had	too-many-had	gave-him
they-had	we-have-had	almost-had	in-all
he-had	they-have-had	had-had	about-all
if-he-had	would-have-had	why-he-will	from-all
if-we-had	could-have-had		

SENTENCE EXERCISE

1. It-is my *belief* that this material does not *belong* to-us. (12)
2. I-had to send my *representative* to advise him about-the matter. (12)
3. The *statement* was *responsive* to our-letter of *yesterday* and was a *surprise*. (13)
4. The *sufficiency* of-the plan to-have-him *represent* us in-the case is *beyond* question. (16)
5. *Yes, sir*, I-shall ask for an *immediate response* unless you-can *suggest* a better plan. (16)
6. We-had to send the shipment *C. O. D. immediately* in-order to get a *response* by *tonight*. (18)
7. This-is a most extraordinary case and we *direct* that-you *submit* it to their *representative* for-his *suggestions*. (19)
8. We *began* our work on-the fourth instant, but stopped *because* we saw that there was trouble *between* them. (19)
9. He has his finger on-the pulse of trade, and we-had better ask him before we *submit* a *statement*. (20)
10. We-shall *begin* as soon-as the other shipment comes in, but it-is now lost *beyond* the state line. (20)
11. I *believe* the *statement* is *sufficient* to show that we-are *behind* in-our-accounts, and that we-have *begun* to *spend* too-much for *supplies*. (26)

Gentlemen :

We enclose a *statement* of your-account which-is long past due. Will-you please give us an *immediate response*? Unless we hear from-you before-the end of next week, we-shall bring suit against you. We hope you-will give this a prompt answer.

Very truly, (49)

PART TWO

LESSON ELEVEN

12. **WORDS OF MORE THAN ONE STROKE.** Words that can not be completed in one stroke are written syllabically as nearly as is practicable. *Inside*, EUPB=SEUD; *human*, HU=PHAPB.
13. **CONSONANTS NOT IN SEQUENCE.** When a word contains two consonants that are not in sequence on the keyboard, write the first consonant in the first stroke and the second in the next stroke. *Pelf*, PEL=F; *thwack*, TH=WABG.
14. **T BEGINNING A SYLLABLE AFTER K, S OR X.** When the sounds of *k*, *s*, or *x* occur medially in a word and are followed by a syllable which begins with *t*, write the *t*. *Picture*, PEUBG=TUR; *pasty*, PAS=TEU; *texture*, TEBGS=TUR; *actor*, ABGTS.
15. **PAST TENSE OF REGULAR VERBS.** Add -D to form the past tense of regular verbs. *Parted*, PART=-D.
16. **OMISSION OF VOWELS.** An unimportant or unaccented vowel occurring in the middle or last syllable of a word may be omitted if a stroke is saved. *Benefit*, PWEPB=TPEUT; *never*, TPHEFR; *revel*, REFL; *torrent*, TORPBT; *horrible*, HORBL.
17. **VOWEL OMISSION BEFORE S SOUND.** When a word ends in the sound of *s* or *z* preceded by any vowel except *e*, the vowel must be written whether accented or not. *Furrows*, TPUR=OS; *stylus*, STEUL=US; *furnace*, TPUR=TPHAS; *stages*, STAGS; *raccs*, RAS=ES; *expenses*, SPEPBS=ES.

WORD EXERCISE

lun = ch(e)on

clin = cher

hem = lock

ras = cal

pa = rade

wag = on

wor = ship

bot(t) = om

bul = wark

but(t) = on

tar = iff

key = board

ma = ture

su(p) = pose

haz = ard

a(l) = lay

a(s) = sign

a(p) = pear

a(p) = prov(a)l

a(t) = tire

a(f) = flict

a(c) = crue

a(d) = dress

o(c) = cur

o(f) = fend

of = (f)ice

o(p) = press

e(l) = lipse

chur = ch

star = ch

sear = ch

in = ch

ran = ch

wren = ch

G = uam (TKPW = WAPL)

th = wart

el = f

gol = f

sel = f

shel = f

wol = f

pul = p

gras = p

ras = p

shek = (e)l

nick = (e)l

ris = k

tas = k

bread = th

wid = th

part(i) = cl(e) (= K - L)

surg(i) = c(a)l (= K - L)

chem(i) = c(a)l

his = tor(i) = c(a)l

crit(i) = c(a)l

has = ty

nas = ty

mus = ty

lus = ty

crus = ty

pas = ture

tex = ture

mix = ture

vic = tim

part = (c)d

his(se) = d

hunt = (e)d

e = ras(e) = d

mar(r) = i(e)d

car(r) = i(e)d

ov(e)r

rack(e)t

rev(e)l

par(a) = pet

mor(a)l

min(i) = ster

frig(i)d

nev(e)r

sev(e)r

sin(i) = ster

quar(re)l

jew(e)l

part(i) = san

cov(e) = nant

bor(r) = ows

har(r) = ows

pum = ice

lat(t) = ice

po = lice

tar(r) = i(e)s

fur = i(e)s

job(b)er = s

tens = es

fenc = es

nois = es

al = ien

(AL = KWREPB)

do = min = ion

fa = mil = iar

gen = ius

jun = ior

law = yer

pe = cul = iar

sen = ior

un = ion

re = call	re = move	re = verse
re = claim	re = new(a)l	for = bid
re = fleet	re = nounce	for = ward
re = gard	re = pro = duce	for(e) = man
re = gret	re = quest	for(e) = see
re = ject	re = quire	ful = fill (122)

ABBREVIATIONS

<i>bill(s) of lading</i>	b-l(s)	<i>organize</i>	org
<i>company's, -ics</i>	koes	<i>particular</i>	tik
<i>continue, -ance</i>	kont	<i>practical</i>	prak
<i>manufacture</i>	m-fr	<i>railroad</i>	r-r
<i>manufactory</i>	m-fr=i	<i>railroad company</i>	r-rk
<i>memoranda</i>	mem=a	<i>railway</i>	ri
<i>memorandum</i>	mem	<i>railway company</i>	rik

SENTENCE EXERCISE

1. The *memoranda* show the *manufactories* in this city engaged in-the *manufacture* of *railroad* supplies. (15)

2. The *railroad company* advises us that this *particular* shipment was sent with draft attached to *bill of lading*. (18)

3. The patent does not cover a machine with any *practical* purpose, but it-will prevent the use of similar devices. (20)

4. We decided not to-be hasty in-the matter, but to wait for-the *bills of lading* from-the *railroad company*. (21)

5. Several *companies* were *organized* to *continue* the *manufacture* of *railway* tie pins, but the *railway companies* failed to purchase these pins. (21)

6. The *continuance* of our work is attended by-many risks, but we desire very-much to render this service to our country. (22)

7. The *water company's* case has taken a peculiar turn, but I do not believe the results will-be in favor of-the city. (23)

8. We-have prepared a *memorandum* statement which shows the *bills of lading* for goods sent over all *railroads* that-have lines in this city. (24)

LESSON TWELVE

18. **PROPER NAMES.** Proper names are written according to the principles of Stenotypy, except in cases of unusual spelling when the names should be written out, one letter at a stroke, using the alphabetic representations for the letters. Should the unusual name appear subsequently, write it Stenotypically. When proper names are written Stenotypically, they must be written fully and legibly.

ALPHABETICAL REPRESENTATIONS

A for the letter	<i>a</i>	SKWR for the letter	<i>j</i>	-S for the letter	<i>s</i>
-B	<i>b</i>	K	<i>k</i>	-T	<i>t</i>
KR	<i>c</i>	-L	<i>l</i>	U	<i>u</i>
-D	<i>d</i>	PH or -PL	<i>m</i>	SR	<i>v</i>
E	<i>e</i>	TPH or -PB	<i>n</i>	W	<i>w</i>
-F	<i>f</i>	O	<i>o</i>	KP	<i>x</i>
-G	<i>g</i>	P or -P	<i>p</i>	KWR	<i>y</i>
H	<i>h</i>	KW	<i>q</i>	S	<i>z</i>
EU	<i>i</i>	R or -R	<i>r</i>		

19. **PUNCTUATION.** Use a period after each initial in a proper name, and if the name is written letter by letter, use a period after each word in the name. When written Stenotypically no period is used after the name. *F. J. Warner*, -F = -FPLT = SKWR = -FPLT = W = A = R = TPH = E = R = -FPLT; -F = -FPLT = SKWR = -FPLT = WAR = TIPHER; *Miller*, PHEUL = ER; *Alexander*, AL = EBGs = APBDS.

20. **THE IN FIRM NAMES.** When *the* occurs as part of a firm name, use initial T.

21. **STANDARD ABBREVIATIONS.** Standard abbreviations may be used in Stenotypy in their abbreviated form.

(a) *Mr.*, PHR; *Bro.*, PWRO; *Ariz.*, AR=EUS; *Tues.*, TUS; *Sec.*, SEBG.

(b) Standard abbreviations used in Stenotypy should not be punctuated.

(c) When abbreviations are composed of two words they should be written in two strokes. *North Carolina*, TPH=KR; *South Dakota*, -S=-D.

PROPER NAME EXERCISE

NOTE: These names should be written alphabetically and Stenotypically, until they can be written easily, evenly and rapidly. *Additional practice may be had from a telephone or city directory.

A. B. Con=der

New=ton Weir

G. H. In=gra(ha)m

S. T. Ul(l)=cr=y

M. N. Owens

X. Z. Yout=sey

J. K. Len=nox

John Al=ex=ander

P. Q. Ruth=er=ford

Hen=ry Tay=lor

V. W. Mc=Far=lanc (PHABG) Roy Var=den

R. Q. Hen=dricks

D. E. Fel=der (15)

Frank Whar=ton

WORD EXERCISE

co(n)=nect

en=voy

re=con=sider

con=ser=ve

un=tie

im=pact

con=test

u=nite

im=press

co(m)=mand

in=still

em=bod=y

co(r)=rode

un=con=cerned

em=brace

col(le)ge

in=tro=duce

bear(a)ble

col=um(n)

enter=tain

aud(i)=bly

de=ter

sel=f=con=ceit

peac(ea)=bly

de=fer

mag=nan(i)=mous

near=ly

de=fine

mag=ni=fy

ful=ly

di=lem=(m)a

mag=ni=tude

frag=ment

en=tire

rec=og=nize

a(p)=par(e)nt

in=tern(a)l

rec=om=pense

ped=ant

good = ness	gen = (e)al = (o)gy	exam = ple
pre = tense	ge = ol = (o)gy	trem = ble
a(p) = pli(a)nce	chas = m	hand = le
win = some	opt(i) = mis = m	cand = le
prev = (io)us	pess(i) = mis = m	fert = (i)le
cont(inu) = (o)us	cur = ve	net(t) = le
fat = (uo)us	ser = ve	set(t) = le
neg = (a)tive	ner = ve	b(ea)ut = (i)fy
mo = tive	sur = f	trans = fer
pro = hib = (i)tive	sim = ple (= -PL)	ref(e)r(e)nce
harm = less	sam = ple	hor(ri)ble (72)

ABBREVIATIONS

<i>advertise</i>	tis	<i>necessary</i>	nes	<i>perhaps</i>	praps
<i>discount</i>	skount	<i>nevertheless</i>	nefrls	<i>possible, -ly</i>	pos
<i>government</i>	goft	<i>no, sir</i>	nos	<i>receipt</i>	set
<i>Messrs.</i>	mers	<i>opportunity</i>	tunt	<i>receive</i>	sef

SENTENCE EXERCISE

1. The Aryan race aspires to—the dominion over all alien peoples. (11)

2. It—was a peculiar fact that—the forecast for—the junior class was fulfilled. (14)

3. William was a member of—the senior class and a fullback on—the team. (14)

4. W. N. Bradley will leave tonight for Chicago and will not return before Sunday. (14)

5. *No, sir*, we could not accept this bid as—the *necessary* material had already been ordered. (16)

6. He attends lectures every Tuesday, Thursday and Saturday; and on Monday, Wednesday and Friday he teaches in—the night school. (20)

7. If—you *receive* any information from—him that—will help—us in this case, please communicate it to our Mr. D. F. Harper. (23)

8. There-is no *discount* on bills for goods purchased from-the United States *government*; *nevertheless* it-is *possible* that-you may find it *necessary* to buy from them. (28)

9. *Perhaps* you-are-also in *receipt* of a-letter from *Messrs.* Quinlan and Morris about their proposed partnership with Mr. J. M. Newsome of-the C. K. Vardeman Company. (29)

10. *Messrs.* J. V. and Q. V. Watson have *advertised* for a man to call on their retail customers in Kentucky and Tennessee, and I thought *possibly* you would take advantage of this *opportunity*. (33)

11. The members of-the Stenotype speed crew that won honors at Atlantic City, when so many world's records for speed and accuracy were established, are Misses Mabelle M. Head, Fanny E. Schoenfeld, Ethel Thornblade and *Messrs.* Clem Boling, Fred H. Linscheid, George Bambach, Berry Horne, Allan Sweeney and Richard Cosgrove. (50)

Dear Sir :

Please request Davis to make-out checks tomorrow for-the clerks. I send you a list of their names : William M. Crawford, Thomas R. Douglass, James S. Kenyon, Lee Curtiss, Alex. McIntyre, Julius Smith. Davis knows the exact amount for each.

I expect to return before next Wednesday.

Yours-truly, (52)

1. Vermont, Maine and Kentucky were not among the original states. (10)

2. After the Mexican War the United States acquired California, New Mexico and Texas. (13)

3. The last states admitted to-the Union were New Mexico, Arizona and Oklahoma. (13)

4. Our knowledge of Oregon and Washington began in the time of Lewis and Clarke. (14)

5. The inhabitants of-the District of Columbia are not allowed to vote for president. (14)

6. Colorado, Idaho, Nevada and Utah were not settled by Americans until after—the Mexican War. (15)

7. Wisconsin, Michigan, Illinois, Indiana and Ohio are fine agricultural states. Pennsylvania and West Virginia have rich coal mines. (18)

8. The Crawfordsville Motor Club took a trip through—the South, and made stops at various towns in Tennessee, Alabama, Florida and Mississippi. (22)

9. The original colonies were Delaware, Pennsylvania, New Jersey, Georgia, Connecticut, Massachusetts, Maryland, South Carolina, New Hampshire, Virginia, New York, North Carolina, Rhode Island. (23)

10. The large tract which Jefferson bought of Napoleon embraced what are now our states of Montana, North and South Dakota, Minnesota, Wyoming, Nebraska, Iowa, Kansas, Missouri, Oklahoma, Arkansas and Louisiana. (30)

LESSON THIRTEEN

- 22. FIGURES.** Certain letters struck in combination with the numeral bar print figures. The figure and the numeral bar are struck with the same finger at the same time with the exception of five and naught, which are operated by the thumb of the left hand, leaving the middle finger of that hand free to operate the numeral bar at the same time.

In writing figures, write exactly what is dictated, omitting the word *and*, except between whole numbers and fractions.

NOTE: Practice figures from one to one hundred, from self-dictation, until they can be written as rapidly as one naturally counts. Great care should be taken in the writing of figures, because a single misstroke means a wrong figure.

Strike S with the numeral bar for 1	- F for 6
T 2	- P 7
P 3	- L 8
H 4	- T 9
A 5	0 0

- 23. FRACTIONS.** Write the numerators of fractions in figures and the denominators as words. $4/5$, 4 = TPEUFTS; $2/3$, 2 = THEURDS.

- 24. DATES.** In writing dates, a comma should be placed between the day of the month and the year; as, *May 31*, 1914, PHA 3 = 1 = -RBGS = 19 = 14.

- 25. TIME OF DAY.** In writing the time of the day use a colon between the hour and the minute. A. M. and P. M. are written in one stroke. 2:15 A. M., 2 = -FPLT = -FPLT = 15 = APL; 10:02 P. M., 10 = -FPLT = -FPLT = 2 = P-PL.

- 26. QUANTITIES.** In writing quantities like *four eleven-inch boards*, where confusion might arise as to whether *forty-one one-inch boards* was intended, use the spacer between the figures. 4 = = = 1 = 1 = EUPB = -FP PWORDS.

FIGURE EXERCISE

87	80	218	5,432	19,348	460,000	7,567,890	3,000,000,000
65	20	987	3,219	28,969	500,000	1,024,567	4,000,568,975
43	70	765	1,087	37,678	556,789	9,087,654	6,007,543,986

FRACTION EXERCISE

$\frac{3}{8}$	$\frac{2}{3}$	$\frac{2}{7}$	$\frac{1}{8}$	$\frac{1}{5}$	$\frac{3}{16}$	$\frac{1}{4}$	$\frac{1}{6}$	$\frac{1}{9}$
$\frac{4}{5}$	$\frac{3}{4}$	$\frac{5}{6}$	$\frac{1}{10}$	$\frac{5}{9}$	$\frac{5}{8}$	$\frac{1}{5}$	$\frac{1}{7}$	$\frac{5}{10}$

DATE EXERCISE

March 1, 1604	July 16, 1903	February 22, 1779
April 10, 1892	August 22, 1543	November 3, 1915
May 8, 1891	October 6, 1913	December 31, 1875
June 13, 1889	January 15, 1899	September 21, 1908

TIME EXERCISE

9:10 P. M. 8:40 A. M. 7:33 P. M. 6:55 A. M. 11:01 A. M.

QUANTITY EXERCISE

13 10-inch boards	3 2-yard strips	9 7-oz. measures
23 6-foot logs	6 8-lb. cases	12 1-bu. baskets

ABBREVIATIONS (Only after figures)

<i>cent</i> , -s	-s	<i>hundred</i>	h	<i>million</i>	-m
<i>dollar</i> , -s	-d	<i>thousand</i>	-t	<i>billion</i>	-b
				<i>per cent</i>	pers

SENTENCE EXERCISE

1. Tell me whether five-sixths ($5 = \text{SEUBGS} = \text{TS}$) of three-fourths ($3 = \text{TPORTS}$) equals one-half ($1 = \text{HAF}$), or fifty *per cent*. (15)

2. In July, August and September over a hundred thousand ($\text{HUPB} = \text{TKRED} = \text{THOU} = \text{SAPBD}$) strikers marched through-the streets. (14)

3. The year 1886 may almost be called the year of labor strikes. (14)

4. In February 1,500, and in April 40,000 men left their places of work. (17)

5. Through November, December and January the clerks go to work at 8:15 A. M. (15)

6. We ordered five fifty-pound sacks of flour and eight ten-pound cans of lard. (15)

7. Write 3 *billion*, 4 *million*, 5 *thousand*, 6 *hundred*, 78 *dollars*, and 90 *cents*. (15)

8. On-the night of October 4, 1886, six or seven *hundred* persons assembled in Haymarket Square. (18)

9. There-are thousands (**THOU**=**SAPBDS**) of men in this country who-are said to-be worth over ten *million dollars*. (18)

10. The lot on Long Island, 50 x 200 feet, was sold last March for \$15,950.75. (24)

11. The twenty largest cities in this country in 1910 were :

New York		San = Fran = cis = co	416,912
(TPH = KWR)	4,766,883	Cin = ein(n) = at = i	363,591
Chi = ca = go	2,185,283	Mil = wau = kee	353,857
Phil(a) = del = phia	1,549,058	New = ark	347,469
St. = Louis	687,029	New = Or = le(a)ns	339,075
Bos = ton	670,585	Washington (WARB)	331,069
Clev(e) = land	560,663	Los = Ang(e) = les	319,198
Balt(i) = more	558,485	Min(ne) = ap(o) = lis	301,408
Pitts = burgh	533,905	Jer = sey = Cit = y	267,779
De = troit	465,667	Kans(as) = Cit = y	248,381
Buf(fa) = lo	423,715		

12. The total number-of people in these twenty cities was 15,710,012, while-the whole number in-the country was 91,973,266. (37)

LESSON FOURTEEN

SUFFIXES

- G for *-ing* and *-thing* in compound words.
- B for *-body* in compound words.
- T for *-ate*, *-ity*.

FINGER EXERCISES

1. something, somebody, prelate, anything, anybody, placate, everything, everybody, relate.
2. saying, parity, doing, unity, raving, sanity.
3. polity, jollity, vanity, having, driving, willing.

27. **INITIAL CONSONANT AND SUFFIX.** When an initial consonant appears in the same stroke with a suffix, the vowel must be written even though it is included in the suffix. *Sanctity*, **SAPBG=TEUT**; *designate*, **TKES=EUG=TPHAT**.

WORD EXERCISES

for=mality	un(i)=formity	cir=cum=nav(i)gate
liber=ality	unity	in=an=imate
mo=rality	sa=gac=ity	in=ar=tic=ulate
mu=nic(i)=pality	sanc=tity	in=aug=urate
neu=trality	sanity	in=car=cerate
o=rig(i)=nality	des=ig=nate	un=dulate
u=tility	a=(p)pel(l)ate	stretching
a=gility	ac=tuate	stud=ying
do=cility	ac(c)=urate	sheet=ing
fra=gility	ed=ucate	work=ing
gen=tility	a=dulter=ate	being
ci=vility	e=rad=icate	coming
hu=mility	con=jugate	doing
fer=tility	a(c)=com(mo)=date	making
un(a)=nimity	em=ulate	go=ing

having	a(c) = com = plish	pa(ya)ble
paying	de = vel = op = ment	a(c) = cum = ulate
anything	en = graving	prof(i) = tab = ly
nothing	in = deed	de = cide
everything	un = able	en = vel = ope
anybody	en = tir(e) = ly	in = tel(li) = gent
everybody	em = ploy	some = how
nobody	kind = ly	care = ful = ly
somebody	mo = ment	re = cent = ly
co(m) = munity	cv(i) = dence	re(a)s = (o)nable
con = sider = able	re = cent	pos(sibil) = ity (78)

ABBREVIATIONS

<i>deliver</i>	dlifr	<i>collect</i>	klek
<i>commerce</i>	kners	<i>commit</i>	kmit
<i>correct</i>	krek		

SENTENCE EXERCISE

1. The express company will *deliver* the goods and *collect* on delivery. (11)

2. The laws for regulating *commerce* between countries need to-be revised. (11)

3. It-is a common practice for-him to-be *incorrect* in-his accounts. (13)

4. You-can never tell what motive actuates such a person to accommodate you, but it-is always appreciated. (18)

5. If there-is anything for our *committee* to do I hope they-will have no hesitancy in calling on-us. (20)

6. We-have-been hearing that-the reports concerning the war are exaggerated, and that-the United States will maintain a strict neutrality. (22)

PUNCTUATION

Period	(.)	-FPLT
Interrogation	(?)	STPH
Comma	(,)	-RBGS
Colon	(:)	-FPLT = -FPLT
Semicolon	(;)	-FRPBLGTS
Apostrophe or Single Quotation	(')	AOE
Quotation	(")	AOEU
Exclamation	(!)	STKPWHR
Hyphen	(-)	OE
Dash	(—)	OE = OE
Parenthesis	()	STPH - FPLT
Underscore	(_)	SKWR - RBGS
Paragraph	(¶)	* = *
Shilling Mark	(/)	OEU
All Capitals		KAPS
Begin with Capital		KAP
Ditto		TKO

NOTE: In the following letter all punctuation should be dictated.

Dear Sir: Referring to—your—letter of—the 16th inst., file 268/324, I take—the following to—be—the most important paragraphs in—the chapter handed me:

“Take this Company; give—it an Owner who—goes to New York or Europe to live; let him leave behind an agent, tell him simply to ‘get dividends—that’s all’; and you would—have here in—a short time a sullen and inefficient lot of workers.

“Sinning by WIRELESS!

“Is—it wrong to call them (these quasi-monopolistic schemes) telegraphic murders?”

Trusting you concur with me in my ideas as expressed above, I—am,

Very—truly yours, (110)

28. **CORRECTIONS AND INSERTIONS.** If the dictator wishes to make a correction or insertion at some point already passed in the dictation, the correction or insertion is made by striking the star three times, then taking the instructions of the dictator and following them by a colon, after which the insert or correction is written. Following the insert the star should again be struck three times to indicate its conclusion.

That the typist may recognize a letter which has a correction or insertion of this nature in it, the paper should be folded in a point at the top.

NOTE: The following letter should be dictated with changes and transcribed correctly.

Gentlemen: In answer to yours of the 11th, beg to advise we have the 4's, 5's and pints in readiness, and the car containing the eight-ounce flasks is on the way to us and ought to be here tomorrow. ***Where I acknowledge receipt of that man's letter please change the date of his letter to the 12th instead of the 11th.*** We therefore feel safe in promising shipment of the entire order within the next few days unless something unforeseen happens. This order you will note is a very recent one and has been handled very promptly.

The enormously increased demand for skeletons is destined to continue, and we strongly urge you to place your orders just as far in advance of your needs as it is possible for you to do. We simply make this friendly suggestion in our eagerness to prevent any possible disappointment on your part.

With kindest regards, we are,

Yours very truly,

Up there where I said that their recent order was handled promptly, please insert this: (-FPLT=-FPLT) otherwise we would not be able to make shipment as soon as we now shall.

LESSON FIFTEEN

SUFFIXES

- GS for -ashun, -ishun, -shun, -shal, -shus
 -BGS -ction, -ctious
 -S -self, -selves

FINGER EXERCISES

1. vicious, martial, vision, precious, partial, motion.
2. friction, duration, volition, fraction, special, cautious.

29. **FOREIGN WORDS.** Words retaining their foreign pronunciation are written according to sound. *Bureau*, PWU = RO ; *garage*, TKPWA = RARB.

30. **RY WORDS.** In words of more than two syllables ending in *ary*, *ery*, *ory* and *ury* write *ar*, *er*, *or* and *ur*, omitting the final *y*. *History*, HEUS = TOR ; *histories*, HEUS = TORS ; *literary*, HREUTS = AR.

WORD EXERCISE

- | | | |
|----------------------|------------------------|------------------------|
| ad = miration | obl(i) = gation | con = s(ti)tution = al |
| as = piration | oper = ation | cushion |
| dic = tation | a(p)pl(i) = cation | de = lusion |
| duration | plan = tation | a(s) = sum(p)tion |
| im(i) = tation | quo = tation | a(t) = tention |
| in = vi = tation | exam = ination | in = tention |
| inter = lin(c)ation | de = cision | in = vention |
| inter = nation = al | inter = mission | mansion |
| inter = pre = tation | pro = hibition | mention |
| ir(ri) = gation | sus = picion | motion |
| in = corpor = ation | tran = sition | notion |
| le = gation | un = con = dition = al | option |
| ne = gation | con = tri = bution | Russian |

inter=cession	direction	ob=ser=va=tory
co(m)=mission	faction	or(a)=tory
e(s)=sential	fiction	dil(a)=tory
ju=dicial	pro=duction	per=func=tory
marshal	pro=jection	pen(i)=ten=
o=(f)ficial	traction	tiary (=SHAR)
pa=latial	fraction=s	pe=cun=(i)ary
res(i)=dential	com=plexion	dorm=(i)tory
partial	func=tion	mil(li)=nery
social	inter=jection	cur=sory
special	inter=section	cem(e)=tery
anx=ious	in=tro=duction	us=ury
cautious	in=tro=spection	treas=ury
de=licious	fractionous	ac=tu=ary
fic=titious	in=fectious	mil(i)=tary
ma=licious	ob=noxious	in=cend=(i)ary
precious	itself	fac=tory
sel=f=conscious	himself	re=su=me'
un=conscious	yourself	e=lite
spacious	yourselves	re=gime
sus=picious	myself	de=bris
vicious	ourselves	expo=se
co(n)=nection	themselves	pro=te=ge
in=struction=s	herself	hadn't (H-PBT)
ab=duction	ac=cess=ory	won't
a(t)=traction	con=grat=(u)la=	wouldn't
collection	tory	didn't (122)
con=traction	vain=glory	
con=viction	exem=plary	

ABBREVIATIONS

<i>action</i>	-ks	<i>interest</i>	in	<i>regulation</i>	regs
<i>execute, -ive</i>	skut	<i>position</i>	pogs	<i>superior</i>	spers
<i>execution</i>	skugs	<i>regular</i>	reg	<i>superiority</i>	spert

SENTENCE EXERCISE

1. Mr. Grover's attention was called to—the fact that—his pecuniary obligations were being neglected. (15)

2. General Von Mackensen received many congratulatory messages after the defeat of the Russians at Lemberg. (15)

3. She prided herself on being the first woman to *execute* a deed in—our new county court house. (18)

4. The eminent military official was bored by social functions and always made some perfunctory excuse for not attending them. (19)

5. All of—the city newspapers mentioned his oration in—the morning edition, but they were cautious about their comments. (19)

6. The abolition of slavery was advocated by—many of—the leading lawyers of—the North long before—the first talk of secession. (22)

7. The judicial branch of our government as—well—as the *executive* is *interested* in—the outcome of—the present agitations in Congress. (22)

8. Because he held a *superior position* it—was thought that—the *regular* rules and *regulations* would hold good, but the assumption was wrong. (23)

9. The *superiority* of this type of motor over other models was shown both by—the report of—his inspection tour and by—the results of—the late international races. (29)

10. No special *action* will—be taken until we receive word concerning the *execution* of—the deed, or at least until they—have shown themselves to—be—the owners of—the property. (31)

11. The ideals of this young Russian were high and his tastes varied: His motto was “Noblesse oblige” (o=blezh); his favorite musician was Beethoven (ba=tovn); his favorite author Cervantes (ther=van=tas). and his favorite painter da Vinci (ven=che). (31)

SUPPLEMENTARY LETTERS

(To Cover Part One)

— 1* —

Dear-Sir :

Your-letter of-the first inst. is-at hand. Yes, of course I-shall be very glad to furnish you with-the information / you want. The company you ask about failed last winter, but it-is the general opinion that they-will open up again before long and / satisfy all claims against them very soon. I-am sure their principal object is-to cause the public to-have a perfect trust in them / again.

Yours-truly, (78)

— 2 —

Gentlemen :

Your-letter of-the first inst. is-at hand, and in reply to-your inquiry will say that one of our representatives will call / on-you next week with-a full line of goods, which-will include all-the late modes. We believe that-you-can make a better / choice after you-go into the matter with-our man. If-it-is convenient for you to wait, we know this-will be more satisfactory / to-you.

Very-truly, (79)

— 3 —

Gentlemen :

The Steel Co. objects because you-have sent in some of their notes before they were due. They did not want their banker to / know they would give notes for material. They expect to pay these notes before they-are due so-I recommend you to heed their wish / in this matter. If-you do not, it-is my belief that we will lose their trade; at least we-will not get their signature / on any more notes.

Very-respectfully, (81)

*It will be noticed that a shilling mark indicates the end of every twenty-five words. This is to aid the dictator in maintaining an even rate of speed.

— 4 —

Dear-Sir :

We-have just put in-a new stock of spring weaves and have-a fine line of striped wash goods in both light / and dark voiles in-all-the ordinary street shades. They-are all spotproof. We believe there-is an extra value in-our goods, more- / than-is usually found at the low price. We suggest that-you call soon. We feel sure you-will find it to-your advantage to / give us a large order.

Very-truly, (82)

— 5 —

Gentlemen :

We enclose our check for-the balance of our-account. We should appreciate it very-much if-you would give us some advice before / we file our answer in-the test case to-be tried week after next. The principle at stake in this case is-one that-will / affect many other public questions. We always value-your opinion very-much and hope you-will help-us out now. Please reply as soon-as / convenient. We-shall hold our answer until we hear from-you.

Yours-very-truly, (83)

— 6 —

Gentlemen :

We submit a statement of-the balance due on-the account of Brown & Co.; also their-letter about-the cables. If-you wish / to accept-the order for cables and sand-lines, advise me.

I-am still of-the opinion that-it would-be better not to sell / any longer to this firm. I-am not enthusiastic about their trade and hope you-will not sell them the cables and sand-lines / as it-is almost certain that they-will get still further behind in their-account.

Yours-respectfully, (91)

— 7 —

My dear-Sir :

I wish you would correspond with-the Oil Well Supply Co. again about-the discrepancy between their-account and ours. I-am / certain that-our books are right. I wish you and the chief clerk would get together on this matter, make an investigation and follow it / up until it-is satisfactory to them.

I start on a trip tonight and will-be-gone five days. If-you-have any important fact / to communicate before then, send it to-the chief clerk, who-will represent me while I-am-gone.

Yours-truly, (95)

— 8 —

My dear Friend :

I-have your-letter in which you ask if-I-can find a place for your brother. Yes-sir, I-can and / I-will make-it my object to do-it. Please inform me whether-he-can keep books or has any knowledge of-accounts, also how / old he-is. Can-he furnish any recommendations? I heard of a good place today which may still be open. The pay is small, but / there-is a chance to advance. I-will inquire about-it and give you an immediate reply.

Yours-truly, (94)

— 9 —

Dear-Sir :

I-have your important communication of yesterday. I-will-go down to-the farm today or tomorrow and would suggest that-you meet / me there. I wish to talk with-you about-the sale of-it. I-have a party who-will buy at an advance, but I / wish to-have your advice before I accept. Please write me immediately whether-you-will be able to spend two or three days with me / there.

Have-you-ever-had an answer from Fox as-to whether-he-had taken any steps to perfect the sale to-the Motor Co.?

Yours-truly, (102)

— 10 —

Dear-Sir :

It-has been a long time since we presented you a bill for-the amount due us. Why-have we not heard / from-you before this? As-we remember it, up to-the present time you-have always been prompt to pay-your bills. If there-is any / discrepancy between our statement and your recollection of-the terms, we-shall appreciate it very-much if-you-will inform us of-it, and / we-will investigate the matter.

If-we do not have-an immediate response from-you with satisfactory excuse, we-shall direct that suit be brought against / you.

Yours-truly, (103)

— 11 —

Gentlemen :

Judge Cox must have-an immediate answer in-the Wade case. If-you do not wish to accept his suggestion, why not make one / of your own? I think his suggestion is fair. It-is as-follows :

That Wade pay-the balance due for material;

That-he deduct a / certain amount for-the stock he already holds;

That-he pay half of-the principal.

If-you-will not accept these terms we must fight, / and if they beat us we-shall have to stand good for a-much larger sum than this.

This-is no ordinary case. What course / do-you recommend?

Yours-truly, (105)

— 12 —

Gentlemen :

We send you today C. O. D. by express the shields as-per your order of this date. You-will have to wait a / few days longer for-the other supplies as-we-are short on-the kind you want.

We do not wish to send any more goods / C. O. D. The sufficiency of our rule to ship f. o. b. has been proved many times.

We enclose a bill for our shipment / of last week. We include the shields in-the bill. Our inquiry failed to trace them, but we cannot deduct for these goods. You / should make a claim on-the express company for them.

Very-truly, (112)

— 13 —

Dear-Sir :

Your order for ten tons of block coal is-at hand and filed. We cannot furnish this on-the date you name because / we-are behind with-our orders at present, but we-will try to get it there as-near that time as-we-can. We-have / a number-of cars of cheaper coal on-the way that we expect to reach here tomorrow, and we-can ship you the ten tons / f. o. b. with little loss of time. Let us know immediately whether-you would object to this. It-may-be almost a week before / we-will have-a sufficient amount of-the other coal to fill your order.

Very-truly, (116)

— 14 —

Dear-Sir :

It was a great surprise to-us when our draft on-you came back to-us, and we must ask you to explain. / If-you were not able to pay-the draft at this time, and had-you-been frank with-us, we should have-been glad to / wait a sufficient time for your convenience. There-is a large amount still due us and we send you a statement of-the balance which / still stands on our ledger.

It-would-be a great satisfaction to-us if-you would communicate with-us at once with either a / check for-the full amount or some information about when we may expect it.

Yours-truly, (116)

— 15 —

Dear-Sir :

You-will remember that sometime past a man by the name of Hall was killed by our fast train in-a town where / there was a 10-mile an hour speed law. The speed was much more-than

this when Hall was killed. In this instance, however, / it is my belief that we could win because we could prove that there was a clear view for half a mile, and that Hall did / not look before he drove on to-the track. His son has already filed claim.

I should be glad to-have any suggestions which you / may see fit to make, and shall expect you to represent us at the trial.

Yours-respectfully, (117)

— 16 —

Dear-Sir :

Yes, I-acknowledge that-you-are right when-you say we should look into the matter you spoke of in-your-letter. / Had-I known its importance I would-have made an instant investigation of-the whole business. Can-you open the question again? If so, I-will / present it to-the proper representatives of-the coal company and trust we-can secure perfect satisfaction. I-will give more-than my usual time / to this case and will help-you in-every way I-can.

I recollect the party you speak-of and it-is no surprise to / me to find he-is not responsive to-your suggestion about-his signature. He-is too-much of an enthusiast to-be safe.

Yours-sincerely, / (125)

— 17 —

Dear-Sir:

We-acknowledge your communication of this date and note your question about-the claim you-have against the Gas Co. There-is a / sufficiency of funds with which to pay-the claims, but they-will not be paid until-the company gets through with some law suits.

The / court sometime since made an order that all claims should be filed by a certain time, which time has expired. In-order to get your / claim paid you-will have to swear that-you-had no knowledge of this order.

If-you-had any recollection of-the facts brought out / in-the Gale case you would remember these words: "Yes,-sir, he was very enthusiastic about-the whole matter and I-am certain that-he / was well satisfied."

Very-respectfully, (130)

— 18 —

Dear-Sir :

In response to-your communication about-the new site for our shops will say that we-have not yet bought the land we / showed you when-you were here because the owner was informed that there would-be another company here next week to look for sites. The / effect of this information has been that-he has taken advantage of-the fact to put the price up beyond the real value-of-the / land. There-are not many sites that suit us as-well-as this one, but we object to this hold-up on general principles and / will not submit to-it. You-will recollect that there-are one or two other sites that we-can secure, though we do not feel / much enthusiasm about them.

If-you-have any suggestion or recommendation to make in this matter, we should thank-you to communicate it at your / convenience.

Yours-sincerely, (153)

— 19 —

Dear-Sir :

When we read your-letter we did not feel very-much satisfaction. You know we-have not much enthusiasm about-the business you / spoke of, and we think you should have-been more responsive to our suggestions. You-are too-much of an enthusiast to belong to-us. /

I wrote you yesterday about-the claim of-the Clay Motor Co. Their claim is just and right, and unless it-is paid immediately / it-will have-a bad effect on-your business. Can-you not see that this is-a matter of great importance? I suggest that-you try / to come to terms with this company before you get into trouble.

I leave today for a trip and will-be-gone about-a week. / I-will take no steps until I get back, but if-you-have not satisfied this claim by that time, I-shall advise a law / suit.

Yours-very-truly, (154)

— 20 —

Dear-Sir :

We wish to advise you that we-have written a number-of times to-your son to inquire about-an invoice which he / should have sent us sometime since. If this were-the one instance in which he-had failed to include an invoice in-his shipment, we / could stand it, but it-is quite the usual thing for-him to cause us trouble in this way. The matter seems of some importance / to-us because it affects our business and takes a certain amount of time to correspond about what should be done right in-the first / place. We-have not time to spend on little things of this kind.

Can-you help-us out? Please direct him to try to remember / such matters and put a little extra thought on-his work where it belongs. We-shall appreciate it very-much if-you-will follow / up this matter and advise us what we may expect. We believe we-will have-every right to give our business to-the Judd Saw Works / unless your next shipment and invoice come together.

Yours-truly, (185)

SUPPLEMENTARY LETTERS

(To Cover Part Two)

— 21 —

Messrs. Rice & Conley,
Shelbyville, Ill.

Gentlemen :

We-have recently received a-letter from-our agent, Mr. Church, stating that-you-have canceled your order / for car on-account of some misunderstanding. Our factory will soon have car ready to deliver and we hope you-will find it to-your interest / to accept it. We-have made the charges as-low-as possible and have deducted a discount of five per cent.

Regretting that any / dispute should have arisen between us, we-are,

Very-truly yours, (86)

— 22 —

Mr. Herbert L. Spencer,
Toledo, Ohio.

Dear Herbert :

I-am pleased to learn that-you-have at last put into execution your plan for taking / a commercial course and particularly a course in Stenotypy. From my observation this subject has a very practical value.

If-you-have an opportunity to / study Spanish, do not neglect it. With-the opening of-the Panama Canal our intercourse with South American countries is bound to increase and / you-will find a knowledge of Spanish very useful. It-would also prove helpful in obtaining a government position.

Yours-sincerely, (95)

— 23 —

Mr. Julius Kramer, Gen. Att'y,
Atlanta, Ga.

Dear-Sir :

Samuel Allen has begun suit against the C. & A. R. R. Co. in-the Superior / Court of Adams Co. for insults or injuries he complains of having received at the hands of Conductor Wilson on Saturday, Dec. 29th, last. I- / cannot comprehend what practical basis he has for-his suit, though-he claims to-have suffered pecuniary damage to-the extent of \$10,000. /

As Wilson describes the episode, there-is not the slightest ground for any action and we-shall without doubt defeat the case even in-the / lower court.

Yours-respectfully, (104)

— 24 —

Messrs. Glazier & Vaughn,
Chicago, Ill.

Gentlemen :

We-are enclosing to-you three bills of lading which should have-been forwarded yesterday.

Has the deed / to-the Pratt Manufacturing Co. been executed yet? It-will-be necessary to hurry it up a little or they may-go back on-the / agreement.

Our business is becoming very prosperous. The advertising department spent last year \$4,560.25. The superiority and practicality / of-the new system of advertising recently inaugurated was demonstrated beyond dispute. Nevertheless, the company's executive department is so conservative that they-have ordered its / discontinuance after Jan. 1st.

Yours-very-truly, (107)

— 25 —

Mr. Louis N. Carey, A. G. F. A.,
Chicago, Ill.

Dear-Sir :

Answering yours of April 24 concerning claim of Mr. Donahue, of Logansport, for / damages in depreciation of a lot of dry goods shipped him last October from New York—the question you ask is—a question of fact, / as-to whether-the market value of-the goods decreased 10 per cent. before they were delivered to-him. This, of course, I-cannot / answer.

If-the consignee was not notified within a reasonable time after-the goods arrived at Logansport, then-the company is liable for any depreciation / in-the market value-of these goods.

Very-truly, (109)

— 26 —

Messrs. Williams & Whitney,
Des Moines, Ia.

Gentlemen :

You-will find enclosed bill of lading for pipe shipped last Wednesday.

I-will consider it a / favor if-you-will conceal from A. G. Pugh the fact that-you-have purchased anything from me. I ask this because Mr. Pugh will / complain if-he hears that-our factory is selling to retailers at jobbers' prices. I do not wish to

quarrel with-him as-his company / is-a regular customer of ours,
Please be cautious and say nothing to anybody about-the matter.
and if-you need more pipe, you-can / have-it at the same price
until there-is an advance in-the market.

Very-truly, (116)

— 27 —

Mr. Richard Myers,
Springfield, Ill.

Dear-Sir :

I-am in receipt of your memorandum of last month's sales
at your manufactory. On a cursory / view everything looks
encouraging.

Referring to-your design of promoting Tanner, I-am satisfied
if-you consider him qualified.

I-have given further thought / to-the plan we were discussing
last Friday and I must confess that my enthusiasm has somewhat
diminished. If-you-can cancel the contract without harming /
anybody concerned, do so, but if there-is a demand that we
continue the contract in effect, let it stand.

Please prepare the new mortgage / before next Monday. It
must be ready for execution by Tuesday at the latest.

Very-truly yours, (117)

— 28 —

Mr. David Garrison,
Milwaukee, Wis.

Dear-Sir :

Relative to-the introduction of-the Ames bill for-the regu-
lation of common carriers and manufactories, it-was / defeated
at the last legislative session by-the executive committee on-the
ground that it-was unconstitutional. Therefore, the obnoxious
conditions now existing must continue / uncorrected until-the
next legislature convenes.

It-is a particularly significant fact that all-the larger manu-
facturers of-the state favored this measure. We-shall / organize
our forces and carry on a campaign of education during the

interval, and perhaps next time our bill will stand a better / chance. We-shall-also have a substitute bill ready in case of failure, less radical in-its provisions.

Sincerely-yours, (118)

— 29 —

Mr. Thos. L. McClain,
Topeka, Kans.

My dear-Sir:

In reference to-the pending litigation between-the D. & L. and the R. & S. / Railway Companies, please take no action until you hear from-the general solicitor. We-shall probably be obliged to ask for a continuance of this / case until Thursday, Nov. 10, in-order that some evidence may-be collected in reference to-the lost bill of lading. In-the preliminary trial / the only answers we could get out of-the company's witnesses were "No, sir" and "I don't remember."

I wish you would secure the services / of Harris & Finch before this case comes to trial. Their superiority in this particular line is unquestioned.

Yours-very-truly, (121)

— 30 —

The Marsh Steel Works,
Pittsburgh, Pa.

Gentlemen:

Last Tuesday I-had a conversation with Mr. Thurston, of Lima, O. He has a contract for drilling / a number-of oil wells and putting in service pipe, and will require a large amount of casing and about 20,000 ft. of line / pipe. He claims he-can buy at a discount of 5% for cash. He refused to give the name of-the firm making / the offer, but as-I know Mr. Thurston would not say what-is untrue he must be correct. There-is no doubt about Mr. Thurston's / financial responsibility. He-is good for any amount.

If-you want the order on these terms, reply by return mail.

Very-truly yours, (123)

— 31 —

The Standard Novelty Goods Co.,
Rochester, N. Y.

Gentlemen :

A-letter was mailed to-you Sept. 28th in regard to-the account of-the Hardy / Manufactory. Mr. Hardy positively refuses to pay-your charge for interest. Perhaps your best way to get it is-to let the matter rest until / they buy some goods, then include that charge in-your bill and make draft on them for acceptance. After that you-can refuse to sell / them anything more if-you wish. They-will fight a suit if one-is brought against them for-the interest and the probabilities are / that-you would-have to compromise.

I intended to give you this information in my-letter of Sept. 28th, but it-was carelessly overlooked.

Very-truly / yours, (126)

— 32 —

Mr. Edgar T. Hopkins,
American Railroad Co.,
Erie, Pa.

Dear-Sir :

Would-it not be possible for Mr. Metcalf, of Bellefontaine, to make-the / following arrangement with-the Courtney Hardware Co.?

Instead of giving them casing and tubing on consignment, give them a regular discount of five per cent. / on all goods they-can get orders for, they assuming all liability of collection. It-would-be necessary to keep a larger stock at Lima / for them to deliver from.

I regret exceedingly that we-are to-have opposition at Bellefontaine. I fear it-will not be profitable for all. / I-will do everything I possibly can to further the interests of our new companies and hope to-be able to aid you materially. /

Very-truly yours, (127)

— 33 —

Mr. Jerome Egan, Pres.,
National Steel Works,
Pittsburgh, Pa.

Dear-Sir :

Please permit me to say that—I think—it advisable for Mr. Ludlow to / continue his visits to Columbus for—the present.

It—is necessary that—I know as soon—as possible how—many customers Mr. Ludlow has there / who buy largely from—other travelers representing manufacturers. I—will not trouble you for a formal report, but I should be pleased if—you would / send me memoranda showing how—much Mr. Ludlow sold in Columbus last year to—the jobbers and outside of—the jobbers.

It—is possible that / it—will—be best for you to discontinue selling to jobbers. In any event this information will—be useful to me in talking up the / situation with—the retail companies.

Very—truly yours, (133)

— 34 —

Mr. Augustus S. Hadley,
Astoria, Ore.

Dear-Sir :

Unless there—is a decided improvement in—your administration of—the affairs of our agency, we—shall / be obliged to dispense with—your services. It—is a matter of common knowledge that—you—are neglecting your business. Since last March there has / been a deterioration both in—the quantity and quality of your work.

On—the 29th of July we sent you memoranda, giving full particulars concerning / the loans of Jessup and Robinson. On Aug. 2d we followed this up with—the papers which we requested you to—have executed and returned / to—us immediately. We—are still waiting for—the papers.

I wish you would take time for a little self examination and ask yourself whither your / present line of conduct is tending.

Please let us hear from—you without delay.

Yours—truly, (141)

— 35 —

Mr. Asa J. Mitchell,
Saginaw, Mich.

Dear-Sir :

I returned from New York Monday and found awaiting me a proposition to exchange my farm situated / in this state for silver property in Nevada. I would-have no hesitancy in accepting this proposition if-I could get more information about-the / value-of-the Nevada property.

I-am in receipt of a-letter this morning offering to pay my expenses if-I wish to make an / examination of-the mine. Now, as-it-is inconvenient for me to leave here just at present, it-would-be a great accommodation to me / if-you would-go out there and investigate this property for me. If half of what-is reported be true, this may-be our opportunity / to make-our fortunes.

Wire me immediately whether-or not you-will be able to-go there at an early date.

Very-truly yours, (148)

— 36 —

Miss Dorothy Curtis,
Syracuse, N. Y.

Dear Dorothy :

I-have read your letter with great interest. My advice is—do not stop to weigh consequences, / but take this opportunity that has come to-you of going to college.

I do not agree with-you that it-would-be giving up / “a sure thing for an uncertainty.” When-you-have a noble aim before you, you should cast aside fear. Lowell says: “Launch your Mayflower and / steer boldly o’er the desperate winter sea.”

Do not fear that-you-will lose the results of your business training. On-the contrary, you-will / find it helpful to-you in-your new work.

After three years of college training you-will have-a wider outlook on life; many avenues / of work will open up before

you; but if-you still prefer a commercial position you-will find your efficiency and executive ability increased a / hundred fold.

Affectionately yours, (152)

— 37 —

Mr. Philip M. Gregory,
Wheeling, W. Va.

Dear Philip:

I-am in receipt of your-letter asking my advice about-your attending night school. I-am / surprised that advice is necessary on this subject. You should certainly seize upon every opportunity that offers of improving yourself.

You-have a superior mind, / Philip, but you lack ambition and have-a tendency to-be satisfied with ordinary attainments. Do-you not know that in this age of efficiency / if-you do not keep on progressing, you-will fall behind in-the race?

A few years ago a rate of ninety words a minute / was considered a sufficient speed for expert typists. Now, it-is not uncommon for many office stenographers to transcribe their notes at this rate, and / the standard for-the experts has been raised to 130 words and the end is-not yet.

We should never permit ourselves to feel / that we-have reached our limit. Our standard should be-the greatest proficiency in-our line of work.

Cordially yours, (170)

PRACTICE PHRASE LIST

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on every
on everything
on him
on his
on it
on its
on many
on much
on the
on your
our action
over the
owe you

P

pay you

S

saw the
secure the
see him
she can
so everything
so he is
so he shall
so he will
so I have
so I shall
some of his
some of it
some of its

some of the
soon as
so you can
so you have
so you shall
so you will
speak of it
speak of the
sure as

T

thank him
thank the
that are
that are the
that be
that can
that ever
that every
that everything
that he
that he can
that he ever
that he ever can
that he ever goes
that he ever will
that he goes
that he is
that he shall
that he will
that his
that I
that I am
that I can
that I ever
that I ever can
that I ever go
that I have
that I have the
that I shall
that it
that it is
that its
that I will
that letter
that of the
that our
that shall
that the
that will

that you also
 that you are
 that you are the
 that you can
 that you ever
 that you ever can
 that you ever will
 that you have it
 that you shall
 that you will
 the amount is
 their account
 their action
 their letter
 their own
 the many
 then it is
 there are
 there are many
 that are the
 there can
 there have
 there is
 there shall
 there will
 they be
 they have been
 they shall
 think everything is
 think it is
 think of it
 this can
 this he can
 this he is
 this he will
 this I am
 this I can
 this I will
 this is
 this letter
 this much
 this will
 this you are
 this you can
 this you have
 this you will
 though he is
 to every
 to have had
 to have his
 to have it
 to have its
 to have the
 to his

too much
 to the
 to us
 to you
 to your

V

value it
 value of
 value our
 value our letter
 value the

W

were all
 were he
 were I
 were I ever
 were the
 were you
 whatever can
 whatever is
 whatever it is
 whatever will
 what I am
 what I can
 what I shall
 what I will
 what you ever can
 what you ever will
 what you have
 what you have been
 what you shall
 what you will
 when can
 when every
 when shall
 when will
 when you are
 when you have been
 where a
 where all the
 where can
 where have
 where he
 where he can
 where he goes
 where he is
 where he will
 where I
 where I can
 where I go

where I have been
 where I have gone
 where is
 where I shall
 where our
 where shall
 wherever it is
 where you can
 where you go
 where you have
 where you have been
 where you have gone
 where your
 where you shall
 where you will
 whether I
 whether I am
 whether I can
 whether I ever
 whether I ever can
 whether I ever will
 whether I have
 whether I have been
 whether I shall
 whether you ever can
 whether you shall
 whether you will
 which can
 whichever is
 whichever will
 which have
 which it is
 which shall
 which the
 which will
 whoever is
 whoever it is
 who is
 why a
 why are
 why he
 why he ever
 why he ever can
 why he ever is
 why he ever will
 why he will go
 why I
 why I ever
 why I have
 why I have been
 why I have gone
 why is
 why many
 why you

why you can
 why you have gone
 why you will go
 will be
 will I be
 will I ever
 will you ever
 with account
 will all the
 with every
 with everything
 with his
 with it
 with its
 with our
 with our letter

with the
 with us
 with your
 with your letter
 would as
 would be
 would he be
 would he ever
 would he ever be
 would he have
 would he have been
 would I
 would I be
 would I have
 would I have been
 would it

would the

Y

yes you are
 yes you can
 yes you have
 yes you have been
 yes you will
 yes you will go
 you are also
 you be
 your action
 your knowledge

DERIVATIVES

acceptable
 acceptance
 acceptance
 accountable
 accountant
 acknowledgment
 advantageous
 advertiser
 advertisement
 advisable
 advisory
 affection
 affection
 afternoon
 afterward
 appreciable

beforehand
 believer

certainly
 certainty
 collectible
 collection
 collective
 composition
 communicative
 commercial
 continuous
 continually
 correction
 correspondence

correspondent
 corresponding
 counterbalance
 deduction
 delivery
 dematerialize
 departmental
 deposition
 depreciate
 direction
 director
 directory
 disadvantage
 disadvantageous
 disaffected
 discontinue
 discontinuance
 disinterested
 disorganize
 disorganization
 disposition
 dissatisfied
 dissatisfaction

eastern
 effective
 effectiveness
 effectual
 enclosure
 everybody
 everything

everywhere
 everyone
 exposition
 extraordinary

follow-up

generalize
 generalization
 generally
 governmental

helpful
 helpless
 herewith
 however

immaterial
 imperfect
 imposition
 impossible
 impossibility
 inconvenient
 ineffective
 ineffectual
 incorrect
 insecure
 indirect
 insecurity
 inadvisable
 insufficient
 invaluable

inconvenient
 instantaneous
 irregular
 irregularity
 irresponsible
 interposition
 intercommunication

letter book
 letter file
 letter-head
 littleness
 looking

materialize
 maker
 manufacturer
 misinform
 misrepresent
 misstatement
 necessarily
 northern
 northeastern
 northwestern
 numberless

objection
 objectionable
 objective
 objector
 openly
 openness

opinionated	responsibility	transposition	unspeakable
opinionative	responsiveness	typewriter	unsupplied
opposition	security		unthinkable
ordinarily	securing	unacceptable	unusual
organizing	somehow	unaccountable	unwilling
organization	somebody	unanswerable	
overlook	something	unappreciated	valuable
	somewhat	unasked	valuation
particularly	southern	unbalanced	
particularize	southeastern	uncertain	western
perfection	southwestern	uncertainty	whatever
possibility	submissive	uncommunicative	whatsoever
preposition	submission	understand	whenever
presentation	sufficiently	understanding	wherever
proposition	suggesting	understandable	whereof
publicly	suggestive	undertake	whereon
publication	surprisingly	undertaking	wherewithal
	supposition	underwriter	whichever
questionable		unimportant	whoever
	thankful	unimportance	whomever
receiver	thankfulness	unnecessary	whomsoever
receivable	thankless	unobjectionable	whosoever
recommending	thanklessness	unopened	willingness
recommendable	thanksgiving	unquestioned	willfulness
regularity	thereby	unquestionable	withstand
representation	therefore	unrecommend	without
republic	therein	unresponsive	within
republican	thereof	unsatisfactory	writer
responsible	thereon	unsecured	

STANDARD ABBREVIATIONS

agent	agt	Indiana	ind	Pennsylvania	pa
Alabama	al = a	Iowa	i = a	President	pres
April	ap			Professor	prof
Arizona	ar = is	January	jan	proprietor	prop
Arkansas	ark			Proximo	prox
August	aug	Kansas	kans		
avenue	af	Kentucky	ki	Reverend	ref
				Rhode Island	r = i
brother(s)	bro(s)	Louisiana	la		
boulevard	boul			Saturday	sat
		Maine	me	secretary	sek
California	kal	March	mar	September	sept
Canada	kan	Maryland	m-d	south	so
captain	kapt	Massachusetts	mas	South America	-s = a
Colorado	kol	Michigan	mich	South Carolina	-s = c
Connecticut	kon	Minnesota	min	South Dakota	-s = -d
Cost, insurance,		Mississippi	mis	Sunday	sun
freight	kif	Missouri	mo	superintendent	supt
		Mister	mr		
December	des	Mistress	mrs	Tennessee	ten
Delaware	del	Monday	mon	Texas	tex
department	dept	Montana	mont	Thursday	thurs
District of		month(s)	mo(s)	Treasurer	tres
Columbia	-d = e			Tuesday	tus
doctor	dr	Nebraska	neb		
		Nevada	nef	Ultimo	ult
east	e	New Hampshire	n = h	United States	u = -s
England	eng	New Jersey	n = j	Utah	ut
et cetera	ets	New Mexico	n = m		
		New York	n = y	Vermont	v-t
February	feb	north	no	Virginia	va
Florida	fla	North America	n = a	volume	vol
Friday	fri	North Carolina	n = c		
		North Dakota	n = -d	Washington	wash
Georgia	ga	November	nof	Wednesday	wed
Governor	gof			west	w
Great Britain	g = -b	October	okt	West Virginia	w = va
		Ohio	o	Wisconsin	wis
honorable	hon	O. K. (all right)	o = k	Wyoming	wi
		Oklahoma	ok		
Idaho	id	Oregon	or		
Illinois	il				

STENOTYPIC ABBREVIATIONS

A

<i>about</i>	b	3
<i>accept</i>	sep	8
<i>account, can</i>	-k	7
<i>acknowledge,</i> <i>knowledge</i>	-nlg	7
<i>action</i>	-ks	15
<i>advance</i>	vans	9
<i>advantage</i>	vang	8
<i>advertise</i>	tis	12
<i>advice, advise</i>	vis	9
<i>affect, effect</i>	fek	7
<i>after</i>	af	3
<i>again</i>	gan	6
<i>against</i>	gans	9
<i>almost</i>	l-m	7
<i>already</i>	l-r	2
<i>also</i>	-ls	9
<i>always</i>	als	9
<i>am, him, many</i>	-m	7
<i>amount</i>	amt	9
<i>answer</i>	ans	9
<i>any</i>	ni	6
<i>appreciate</i>	presk	4
<i>are</i>	r or -r	1
<i>as (in phrases only),</i> <i>his, is</i>	s or -s	9
<i>ask</i>	as	9

B

<i>balance</i>	bal	7
<i>be, been</i>	-b	4
<i>before</i>	b-f	3
<i>belicf, believe</i>	blef	10
<i>belong</i>	blong	10
<i>bill(s) of lading</i>	b-l(s)	11
<i>billion</i>	-b	13
<i>business</i>	bus	9

C

<i>can</i>	k or -k	5, 7
<i>cent, -s</i>	-s	13
<i>certain</i>	sert	9

C. O. D.

<i>collect</i>	kod	10
<i>commerce</i>	klek	14
<i>commit</i>	kmers	14
<i>communicate, -ion</i>	kmit	14
<i>company, could</i>	kom	7
<i>company's,</i> <i>companies</i>	ko	5
<i>continue, -ance</i>	koes	11
<i>convenient, -ce</i>	kont	11
<i>correct</i>	ven	8
<i>correspond</i>	krek	14
<i>could, company</i>	kor	5
	ko	5

D

<i>dear sir</i>	d-s	9
<i>deduct</i>	duk	7
<i>deliver</i>	dlifr	14
<i>did</i>	d	5
<i>direct</i>	drek	10
<i>discount</i>	skount	12
<i>discrepancy</i>	skrep	8
<i>dollar, -s</i>	-d	13

E

<i>effect, affect</i>	fek	7
<i>enclose, inclose</i>	klo	5
<i>enthusiasm, -st,</i> <i>-stic</i>	thu	6
<i>ever, every</i>	-fr	2
<i>execute, -ive</i>	skut	15
<i>execution</i>	skugs	15
<i>extra</i>	exra	8

F

<i>file</i>	fi	6
<i>follow</i>	fol	7
<i>F. O. B.</i>	fob	6
<i>from</i>	fr	5
<i>furnish</i>	fur	6

G			<i>material</i>	terl	7
			<i>memoranda</i>	mem = a	11
<i>general</i>	jen	8	<i>memorandum</i>	mem	11
<i>gentlemen</i>	je	8	<i>Messrs.</i>	mers	12
<i>go, gone</i>	-g	7	<i>million</i>	-m	13
<i>government</i>	goft	12	<i>much</i>	-ch	4
H			N		
<i>had</i>	h, -d	1, 10	<i>necessary</i>	nes	12
<i>have</i>	-f or v	1, 8	<i>nevertheless</i>	nefrls	12
<i>he</i>	e	2	<i>no sir</i>	nos	12
<i>help</i>	lie	2	<i>number</i>	no	6
<i>him, am, many</i>	-m	7	O		
<i>his, is, also as in</i>					
phrases	s or -s	9	<i>obj'ect, object'</i>	ob	4
<i>hundred</i>	h	13	<i>of, have</i>	-f	1
I			<i>on</i>	o	2
<i>if</i>	f	5	<i>open</i>	op	4
<i>immediate, -ly</i>	med	10	<i>opinion</i>	pin	4
<i>important, -ce</i>	por	4	<i>opportunity</i>	tunt	12
<i>in</i>	n	6	<i>ordinary</i>	ord	10
<i>inclose, enclose</i>	klo	5	<i>organize</i>	org	11
<i>include</i>	klu	5	P		
<i>inform, -ation</i>	for	5			
<i>inquire, -y</i>	quir	5	<i>particular</i>	tik	11
<i>instant, -ce</i>	ins	9	<i>party</i>	par	3
<i>interest</i>	in	15	<i>per'fect, perfect'</i>	per	6
<i>into</i>	n-t	9	<i>perhaps</i>	praps	12
<i>investigate, -tion</i>	ves	9	<i>percent</i>	pers	13
<i>invoice</i>	voi	8	<i>position</i>	pogs	15
<i>is, his, also as in</i>			<i>possible, -ly</i>	pos	12
phrases	s or -s	9	<i>practical</i>	prak	11
<i>it, the</i>	t or -t	9	<i>pres'ent, present'</i>	pre	6
K			<i>principal, -ple</i>	prin	4
			<i>public</i>	pub	4
<i>knowledge,</i>			Q		
<i>acknowledge</i>	-nlg	7			
L			<i>question</i>	que	6
<i>letter, will (verb)</i>	-l	7	R		
<i>little</i>	li	2			
<i>look</i>	loo	3	<i>railroad</i>	r-r	11
M			<i>railroad company</i>	r-rk	11
<i>make</i>	ma	3	<i>railway</i>	ri	11
<i>manufacture</i>	m-fr	11	<i>railway company</i>	rik	11
<i>manufactory</i>	m-fr = i	11	<i>receipt</i>	set	12
<i>many, am, him</i>	-m	7	<i>receive</i>	sef	12
			<i>recollect, -ion</i>	rek	7
			<i>recommend, -ation</i>	rein	7
			<i>regular</i>	reg	15

<i>regulation</i>	regs	15	<i>this</i>	th	5
<i>remember</i>	mem	8	<i>thousand</i>	-t	13
<i>reply</i>	pli	3	<i>today</i>	da	6
<i>represent, -ative</i>	rept	10	<i>together</i>	tog	7
<i>response, -ive</i>	spons	10	<i>tomorrow</i>	tom	7
			<i>tonight</i>	nit	10

S

<i>satisfy, -faction, -factory</i>	sa	8	<i>unless</i>	n-ls	10
<i>secure</i>	skur	8	<i>until</i>	n-l	7
<i>shall</i>	-sh	4	<i>usual, -ly</i>	uzh	4
<i>shipment</i>	shimt	9			
<i>signature</i>	sig	9			
<i>some</i>	so	8			
<i>sometime</i>	stin	8	<i>value, very, have</i>	v	8
<i>speak</i>	spe	8			
<i>spend</i>	spen	10			
<i>stand</i>	stan	8			
<i>statement</i>	stamt	10	<i>were, with</i>	w	3
<i>submit</i>	smit	10	<i>what</i>	wa	3
<i>sufficient, -cy</i>	suf	10	<i>when</i>	we	3
<i>suggest, -ion</i>	sug	10	<i>where</i>	wr	3
<i>superior</i>	spers	15	<i>whether</i>	wh	3
<i>superiority</i>	spert	15	<i>which</i>	wi	3
<i>supply</i>	spli	10	<i>why</i>	y	6
<i>surprise</i>	spris	10	<i>will (verb)</i>	l or -l	1, 7
			<i>with, were</i>	w	3
			<i>would</i>	wo	3
			<i>write</i>	ri	5

T

<i>take</i>	ta	5			
<i>than</i>	-n	4			
<i>thank, that</i>	tha	5			
<i>the, it</i>	t or -t	9	<i>yes</i>	ye	6
<i>their, there</i>	thr	5	<i>yes sir, yesterday</i>	yes	10
<i>they</i>	the	5	<i>you</i>	u	1
<i>think</i>	thi	5	<i>your</i>	ur	1

Y

PROGRESS REPORT

Lesson	Date Completed	Test Grade Date	Reader	Date Completed	Supplementary Letters
1					1-5
2					6-10
3					11-15
4					16-20
5					21-25
6					26-30
7					31-35
8					36-37
9					
10					
11					
12					
13					
14					
15					

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